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June 1988 -

URBAN/MUNICIPAL

AGENDAS / MINUTES OF THE
INFORMATION SYSTEMS COMMITTEE

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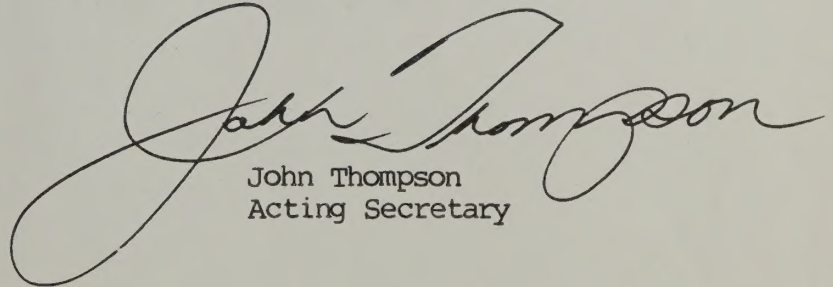
NOTICE OF MEETING

URBAN MUNICIPAL

JUN 14 1988

Information Systems Committee
Wednesday, 1988 June 15
12:00 o'clock noon
Regional Offices

GOVERNMENT DOCUMENTS



John Thompson
Acting Secretary

JT:mjw

NOTE: Light lunch will be provided.

AGENDA:

1. 1988 Suppliers for Microcomputer Workstations and Printers.
2. Leasing Supplier for Microcomputer Workstations and Printers - 1988.
3. Acquisition of Extended Licence Software Module from MSA Canada.
4. Project Management System (Fre 88-010)
5. Director/Facilities Manager - Status Report
6. Computer Interconnection Link for MSA Financial Information System - (For Information).
7. New Business.
8. Adjournment.

FOR ACTION

REPORT TO: Mr. J. D. Thompson
Acting secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Manager of Information Systems

DATE: 1988 May 30
COMM FILE:
DEPT FILE: 88.20

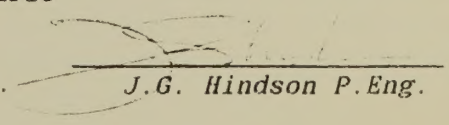
SUBJECT: 1988 Suppliers for Microcomputer Workstations and
Printers

RECOMMENDATION:

That Microcomputer workstations and printers be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
IBM-A/T (alternative) Workstation	AHvro Electronics	\$ 3,717	lowest of 9 acceptable proposals
Toshiba 24 Pin Matrix printer	Leppert Business Systems	\$ 1,770	lowest of 7 acceptable proposals
Archive 60 megabyte Tape backup system	AHvro Electronics	\$ 925	lowest of 7 acceptable proposals
Compaq 386 Workstation	Computerland	\$15,902	lowest of 3 acceptable proposals
NEC Pageprinter	Entre Computer Centre	\$ 5,150	lowest of 6 acceptable proposals

NOTES: AHvro Electronics of Burlington, Ontario
Computerland of Hamilton, Ontario
Leppert Business Systems of Hamilton, Ontario
Entre Computer Centre of Willowdale, Ontario


J.G. Hindson P.Eng.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Funds provided for in 1988 Budget account for Workstations (0323-29-84).

BACKGROUND

Requests for Proposals for the supply of Microcomputer Workstations, printers and related devices were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

The closing date for the Proposals was 1988 April 29th. 122 proposals were issued and 12 proposals were subsequently received.

The Proposals were subsequently reviewed and are presented in the attached table (sorted by Canadian Content Evaluated Price).

The objective in reviewing and recommending suppliers in each case is to obtain the equipment capabilities and functionality required in accordance with the specifications at the lowest possible cost. In some cases options are listed. These options may or may not be acquired for each individual unit depending on End-User requirements. In some cases the lowest proposal is not recommended as it not equivalent to the specifications in terms of functionality, compatibility with hardware or software, or ease of operation.

Although there is no current requirement for additional Compaq 386 workstations or NEC pageprinters, competitive prices were obtained should this requirement develop before year-end (eg. Vehicle maintenance system as referenced in the Comprehensive Audit Report).

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal (including Canadian Content allowances) in each case.

MICROCOMPUTER WORKSTATION AND PRINTER PROPOSAL EVALUATION SUMMARY

IBM (COMPATIBLE) "AT" WORKSTATIONS

Supplier	Canadian Content Price	Acquisition Cost
Ahvro Electronics B	\$3,501	\$3,678 not to spec.
Ahvro Electronics A	\$3,540	\$3,717 <—
Comptree	\$3,856	\$4,070
Interphase Information	\$4,275	\$4,680
Lanpar	\$4,386	\$4,386
Computerland A	\$4,622	\$4,840
Olivetti	\$4,915	\$5,087
Computerland B	\$4,989	\$5,224
Entre Computer Centre	\$5,226	\$5,810
Leppert Business Systems	\$5,531	\$5,531

OPTIONS (FOR INFORMATION)

Mono Monitor & Card	IRMA Comm. Card	Substitute 60 MB Disk Drive
\$315	\$1,199	\$145
\$315	\$1,199	\$145
\$215	\$1,005	\$590
\$245	\$1,308	\$708
\$598	n/a	\$785
\$360	\$1,369	\$650
\$345	\$1,288	\$930
\$360	\$1,369	\$650
incl.	\$1,200	\$1,500
\$119	\$1,088	\$1,082

24 PIN TOSHIBA DOT MATRIX PRINTERS

Supplier	Canadian Content Price	Acquisition Cost
Ahvro Electronics	\$1,118	\$1,183 not Toshiba
Interphase Information	\$1,440	\$1,440 not Toshiba
Leppert Business Systems	\$1,770	\$1,770 <—
Computerland B	\$1,791	\$1,875
Ahvro Electronics A	\$1,821	\$1,899
Entre Computer Centre	\$1,844	\$2,050
Olivetti	\$2,064	\$2,136
Lanpar	\$2,075	\$2,075
Comptree	\$2,457	\$2,593

ARCHIVE 60 MEGABYTE BACKUP SYSTEM

Supplier	Canadian Content Price	Acquisition Cost
Ahvro Electronics A	\$886	\$925 <—
Entre Computer Cen	\$887	\$935
Computerland B	\$969	\$1,015 not Archive
Leppert Business S	\$996	\$996
Interphase Informa	\$1,074	\$1,074
Olivetti	\$1,116	\$1,155
Comptree	\$1,293	\$1,365
Lanpar	\$1,875	\$1,875 not Archive

NEC 300 DOT PER INCH PAGE PRINTER

Supplier	Canadian Content Price	Acquisition Cost
Entre Computer Centre	\$4,887	\$5,150 <---
Comptree	\$5,197	\$5,485
Leppert Business Systems	\$5,378	\$5,378
Olivetti	\$5,479	\$5,670
Ahvro Electronics A	\$5,688	\$5,999
Computerland B	\$5,729	\$5,999

COMPAQ 386 WORKSTATION

Supplier	Canadian Content Price	Acquisition Cost
Interphase Information	\$11,122	\$11,812 not Compaq
Leppert Business Systems	\$13,519	\$13,519 not Compaq
Computerland A	\$15,186	\$15,902 <---
Olivetti	\$15,917	\$16,473 not Compaq
Entre Computer Centre	\$15,991	\$16,850
Comptree	\$18,031	\$19,030
Lanpar	\$21,440	\$21,440 not Compaq

OPTIONS (FOR INFORMATION)

High Resolutioto Monitor	6MB 9MB memory	130 MB Tape Backup
\$995	n/a	\$2,874
\$848	\$2,570	\$2,490
\$1,159	\$2,125	\$2,350
\$1,066	\$3,425	\$1,985
\$1,300	\$2,100	\$2,200
\$1,230	\$5,665	\$3,775
\$1,950	\$3,980	\$2,630

Incomplete bid submission, No Bid Bond:

Genex
ASAP Computer Products
Harbourview Business Computers
MicroAge

FOR ACTION

2

REPORT TO: Mr. J. D. Thompson
Acting secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Manager of Information Systems

DATE: 1988 May 30
COMM FILE:
DEPT FILE: 88.201

SUBJECT: Leasing Supplier for Microcomputer Workstations and
Printers - 1988.

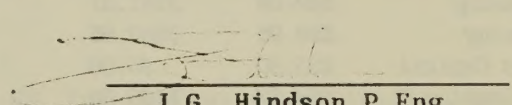
RECOMMENDATION:

- 1) That Kompro Leasing of Toronto provide Leasing services for Microcomputers Workstations and Printers in accordance with their Leasing Proposal dated 1988 April 29th (lowest of 8 acceptable proposals received).

Kompro Leasing Services

\$ 31.99 /\$1,000/month for 36 mo.

- 2) That the leasing agreement be in a form satisfactory to the City Solicitor.


J.G. Hindson P.Eng.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Funds are provided in Workstation Leasing Account # 0323-29-84.

BACKGROUND

Requests for Leasing services proposals were issued to 59 potential suppliers. 8 responses were recieved by the closing date of 1988 April 29th.

The leasing proposals were evaluated on the basis of the lowest "Present Value" method. The "Present Value" method takes into account the value of money and permits comparisons of the costs of different leasing proposals with different rates and end-of-lease values.

One major advantage to leasing equipment that is subject to short term obsolescence, (such as computer technology), is that the leasing Company assumes the risk in terms of the end-of-lease value of the equipment.

Depending on the lease terms the customer may have the option of returning the equipment at the end of the lease (walkaway), paying the lessor for the equipment at a fixed value to be determined at the start of the lease, or on the basis of "fair market value" at the end of the lease term.

The current Workstation market continues to be characterised by rapid changes in technology. The uncertainty about the future value of equipment, and the introduction of products that will require future equipment changes, continues to favour leasing computer workstations.

On the basis of the summary of the proposal results as indicated in the following table, it is recommended that leasing services be acquired from Kompro Leasing Company of Toronto Ontario as the lowest acceptable lessor.

EVALUATION OF LEASE PROPOSALS Assume 10% interest rate for Present Value calculations

<i>Supplier</i>	<i>Rate/\$1000</i>	<i>Lease end value</i>	<i>Straight Line value</i>	<i>Present Value</i>	
<i>Kompro Leasing</i>	<i>\$31.99</i>	<i>\$54.40</i>	<i>\$1,206</i>	<i>\$1,032</i>	<i><—</i>
<i>Municipal Financial</i>	<i>\$31.64</i>	<i>\$100.00</i>	<i>\$1,239</i>	<i>\$1,056</i>	
<i>Kompro Leasing</i>	<i>\$29.68</i>	<i>\$181.31</i>	<i>\$1,250</i>	<i>\$1,056</i>	
<i>Scott Leasing</i>	<i>\$29.95</i>	<i>\$209.65</i>	<i>\$1,288</i>	<i>\$1,086</i>	
<i>First City Capital</i>	<i>\$35.80</i>	<i>\$0.00</i>	<i>\$1,289</i>	<i>\$1,109</i>	
<i>Tuckahoe Leasing B</i>	<i>\$34.57</i>	<i>\$100.00</i>	<i>\$1,345</i>	<i>\$1,147</i>	
<i>CMI Corporation</i>	<i>\$32.22</i>	<i>\$200.00</i>	<i>\$1,360</i>	<i>\$1,149</i>	
<i>Tuckahoe Leasing A</i>	<i>\$32.48</i>	<i>\$200.00</i>	<i>\$1,369</i>	<i>\$1,157</i>	

FOR ACTION

3

REPORT TO: Mr. J. D. Thompson
Acting secretary, Information Systems Committee

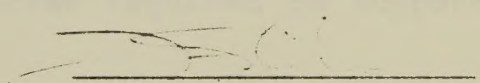
FROM: Mr. J. G. Hindson, P.Eng.
Manager of Information Systems

DATE: 1988 June 7
COMM FILE:
DEPT FILE: 88-003

SUBJECT: Acquisition of Extended Licence Software Module from
MSA Canada.

RECOMMENDATION:

- 1) That the MSA (Management Sciences of America) Financial Controller-Extended Licence software module, be acquired at a cost of \$ 24,500 from Account number 0323-25-89, (Software)
- 2) That the current software agreement with MSA Canada Inc. and the Regional Municipality of Hamilton Wentworth be amended accordingly in a manner satisfactory to the City and Regional Solicitors.


J.G. Hindson P.Eng.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Funds have been provided in Account 0323-25-89 for Software Acquisition in 1988. Fifty percent of the cost will be recovered from the Region should the Region also wish to utilize the module.

BACKGROUND

The Region and City are currently in the process of installing the on-line Financial Information System.

In order to utilize the System to its full potential, it is highly desirable to interface or connect other automated sources of account transaction information, such as the Maintenance Management system, Social Services system etc directly to the MSA Financial Controller module, rather than the General Ledger module. There are numerous advantages to this type of interface connection including the retention of all pending General Ledger transactions in a common file, complete audit trails for all systems, summarized postings to the General Ledger and centralized security over transaction postings.

The Region are reviewing their needs in this area. Should they wish to utilize the module, one half the cost (\$12,250) would be recovered from the Region.



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Mountain East-West and North-South Transportation Corridor
Project Office 526-4277
25 Main Street West, 10th Floor 529-4523
Hamilton, Ontario L8P 1H1

4

I.D. 25

May 11, 1988

Mr. Chairman and Members
Freeway Steering Committee

Members of the Committee:

Re: Project Management System (FRE 88-010)

Origin

The major effort of the Project Office is directed towards the effective management and administration of the costs and schedule during the implementation phase of the project. Included in the scope of work of the project management consultant is the review of the available project management systems required to support the in-house management activities.

Analysis

The PMS consultant prepared an outline of the software/hardware requirements for the project and then reviewed the computer packages available. The analysis drew heavily on the recently completed work carried out for the Region of Ottawa-Carleton transitway project. In doing so, the consultant's level of effort was kept to a minimum. A copy of the analysis prepared by Quadrum Consultants Inc. is attached. Quadrum recommended that the Region acquire the Optiplan software and associated hardware.

The supplier Optiplan Systems Inc. was subsequently contacted to obtain a detailed description of the system software specifications, compatible hardware requirements and costs. The submission from the supplier is attached and has been reviewed by the Systems Group.

The review by Mr. Steve Cowell, Manager of the Systems Group, confirmed that recommended system is quite compatible with the requirements of the Project Office. Reference checks with current users confirmed good performance of the system and support from the supplier. Mr. Cowell pointed out the following considerations:

- While the hardware system proposed is a PC AT compatible consistent with the current policy of the Region, the system requires the addition of an emulator card to allow use of the Texas Instrument operating system; and
- The hardware configuration represents a recent modification by the supplier to improve the responsiveness of the system. As such, it differs slightly from the system currently in use and perhaps an initial trial period should be included in the contract.

In response to the first concern, it has been confirmed by the supplier that the addition of the emulator card does not preclude the use of the other software systems when PMS is not in use. In addition, the Optiplan system is specifically designed for the management of large capital projects. While the system will have application in other departmental projects, the operation of the system would be restricted to a limited number of individuals. Consequently, the addition of the emulator card would be limited to a small number of the personal computers provided.

Discussions with the supplier has confirmed his willingness to include a six (6) month trial period in the contract.

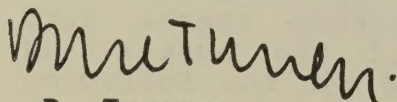
Financial Implications

The estimated cost of the system, including P.S.T. and shipping totals Thirty-Seven Thousand Dollars (\$37,000.00). Sufficient funds have been provided for in the 1988 current budget.

Recommendation

1. That the Freeway Project Director be authorized to issue a purchase order in an amount not to exceed Thirty-Seven Thousand Dollars (\$37,000.00) to Optiplan Systems Inc. for the acquisition of the project management system software/hardware configuration and the costs be charged to Account No. 0359-0297; and,
2. That the above recommendation be forwarded to the Systems Committee.

Respectfully submitted,



L. D. Turvey
Project Director

LDT:dr

Att'd. (2)

c.c. Mr. W. M. Carson, C.A.O.

c.c. Mr. W. L. Sears, Regional Chairman



Quadrum Consultants Inc.
Conseillers Quadrum Inc.

Project Management Services

902-112 rue Kent St., Place de Ville
Tower/tour B, Ottawa, Ont., K1P 5P2

(613) 238-8371

FILE NO.	
LETTER NO.	
PROJECT NO.	
DATE	MAY - 6 1988
BY	
FOR	
REVIEWED	
APPROVED	

6 May 1988

Regional Municipality of
Hamilton-Wentworth
Mountain East-West &
North-South Transportation
Corridor
Freeway Project Office
25 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mr. Turvey:

Re: Software Requirements

Please find attached a copy of the system requirements recommended to support the project management concepts being implemented on the Mountain East-West and North-South Transportation Corridor.

Also attached is a copy of an evaluation of Optiplan's software capabilities in relation to the requirements. You will note that all requirements are satisfied with the exception of the WBS graphics, as this is an infrequent plotting requirement we are utilizing an off-line (MacIntosh) graphics package.

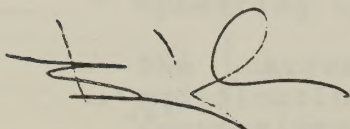
The only other project management software package that we have examined (and found to meet the specifications) is a Hewlett Packard based software package. This however, would require an HP mini-computer whose overall capacity would exceed the Region's requirements. We feel the Region's needs can readily be satisfied with a PC (IBM AT compatible) cluster.

Consequently we recommend that the Region acquire the Optiplan software and associated hardware.

Quadrum

The specific modules and configuration have been addressed separately.

Yours truly,



Bryce N. Walker
Lead Consultant

BNW/cr

RMHW - MOUNTAIN EAST-WEST
AND NORTH-SOUTH TRANSPORTATION CORRIDOR
PROJECT MANAGEMENT SOFTWARE REQUIREMENTS

Prepared by: Quadrum Consultants Inc.

Date: May 4, 1988

RMHW - MOUNTAIN EAST-WEST
AND NORTH-SOUTH TRANSPORTATION CORRIDOR

PROJECT MANAGEMENT SOFTWARE REQUIREMENTS

Requirements

Optiplan

1. BASIC FUNCTIONALITY

1.1 Contract Planning Monitoring and Control

- | | |
|---|-----|
| - contract planning | Yes |
| - contract administration | Yes |
| - multi-structure cost analysis and control | Yes |
| - month-end cost status | Yes |

1.2 Planning and Scheduling

- | | |
|-----------------------------------|-----|
| - CPM scheduling | Yes |
| - resource leveling | Yes |
| - multiple schedule summarization | Yes |
| - colour graphics | Yes |

1.3 Multi-user

- | | |
|------------------------------------|-----|
| - multi concurrent database access | Yes |
|------------------------------------|-----|

1.4 P-C Based

Yes

2. PROJECT PLANNING

2.1 Project Scope Definition

- | | |
|---|-----|
| - hierarchical Work Breakdown Structure (WBS) | Yes |
| - WBS "Dictionary" reports | Yes |
| - WBS graphics | No |

2.2 Cost Estimating

- | | |
|--|-----|
| - files of standard unit rates | Yes |
| - costs estimated by line item by WBS: | Yes |
| . quantity and unit rates | |
| . lump sum amounts | |
| . line item type designation | |
| . summary/sort by item types | |
| . schedule dates by line item | |

Requirements

Optiplan

- cost estimate distributed by WBS, at line item level; and summarized Yes

2.3 Chart of Accounts (C of A)

- hierarchical C of A classification Yes
- C of A cross-referenced to WBS Yes
- Cost estimate distributed by C of A at line item level, and summarized Yes

2.4 Contracting Strategy

- definition of hierarchical organization breakdown structure (OBS) Yes
- planned contracts identification Yes
- summary level grouping of planned contracts Yes
- cost estimate distributed by planned contracts, and summarized Yes

2.5 Escalation

- escalation base date definition Yes
- escalation index definition Yes
- escalation calculated by line item Yes
- costs reported in constant (base) and actual (escalated) dollars Yes

2.6 Contingency

- estimation of contingency by WBS Yes
- project level contingency Yes

2.7 Scheduling

- project milestone identification Yes
- Gantt chart capability Yes
- CPM network capability: Yes
 - . arrow method
 - . precedence method
- summary and detailed level schedules Yes
- Gantt chart graphics Yes
- CPM network graphics Yes

Requirements

Optiplan

2.8 Cash Flow Forecasting

- identification of planned payment terms: Yes
 - . different payment methods
 - . payment terms identified by line item
 - . holdback identified
 - . delays identified
- cash flow forecasts produced by planned contract Yes
- cash flow by contract in escalated dollars Yes
- cash flow plots Yes

2.9 Option Evaluation

- "what if" analysis Yes
- effect of schedule slippages on escalation and cash flow Yes
- cost comparison of different options, including base cost, escalation and cash flow Yes

2.10 Project Baselines

- baseline budget retention Yes
- baseline target schedule retention Yes
- baseline cash flow/fiscal budget retention Yes

3. PROGRESS MONITORING AND CONTROL

3.1 Cost Control

- re-estimates compiled by WBS and planned contracts Yes
- incurred costs reported by line item Yes
- incurred costs summarized by WBS, contract and C of A Yes
- forecast costs reported by line item Yes
- forecasts summarized by WBS, contract and C of A Yes
- monthly cost changes analysis reports Yes

3.2 Escalation Analysis

- ability to revise escalation rates Yes
- effect of schedule changes on escalation Yes
- de-escalation analysis Yes

Requirements

Optiplan

3.3 Schedule Control

- acknowledge progress on activities Yes
- comparison of current/target schedules Yes
- identification of delays Yes
- ability to revise schedules Yes
- critical path analysis Yes
- logic analysis reports Yes
- summary and exception reporting Yes

3.4 Contract Administration

- recording expenditure authorization Yes
- recording contractual values Yes
- contract change order processing Yes
- minor order processing Yes
- contingency depletion by contract Yes
- contingency amount identification by project Yes
- expenditure authorization variances reported Yes

3.5 Cash Flow Control

- updating of actual payment terms Yes
- calculation of future cash expenditures by contract Yes
- effect of schedule changes on cash flow Yes
- identification of variances with fiscal budget Yes

3.6 Accounting and Financial Control

- invoice and payment processing Yes
- FIS reconciliation Yes
- costs reported by vendor:
 - . invoiced, incurred, paid and payable Yes

4. SYSTEM REQUIREMENTS

- interactive data entry Yes
- audit trail Yes
- back-up Yes
- remote terminal access Yes
- month-end processing Yes
- project copy Yes
- control access security Yes
- report generator Yes

Project Management System Requirements

This document outlines the project management software and hardware support requirements recommended by Quadrum for cost and schedule control of capital projects. These requirements are discussed in terms of:

- . Top-Down Work Planning
- . Progress Monitoring and Control
- . System Features
- . Hardware Requirements

Top-Down Work Planning

The following capabilities are required for comprehensive work planning:

Preliminary Scope

- . Hierarchical project scope definition (i.e. Work Breakdown Structure WBS)
- . Generation of reports compiled by WBS
- . WBS "dictionary" or scope statements
- . WBS graphics

Contracting Strategy

- . Project Organization Breakdown Structure (OBS) definition
- . Establishment of responsibilities for planned contracts
- . Identification of planned contracts
- . Distribution of estimated costs by planned contracts

Cost Estimation

- . Chart of accounts (C of A) classification and reporting
- . Ability to estimate costs by WBS and distribute the estimates via C of A and OBS
- . Incorporation of escalation rate projections
- . Item estimating capability with schedule, quantity and unit rate
- . Cost estimation in constant (i.e. base) and actual (i.e. - escalated) dollars
- . Estimating of contingency, at WBS level and at project level

Baseline Schedule

- . Identification of major project milestones
- . Project CPM activity and logic definition
- . Summary Gantt charts
- . CPM network graphics and Gantt chart graphics

Cash Flow Forecasts

- . Identification of planned payment terms
- . Cost and schedule interface
- . Cash flow forecasts (with appropriate schedules) by planned contract and by total project in actual (escalated) dollars

Option Evaluation

- . "What if" analysis
- . Effect of schedule slippages on escalation and project cash flow forecasts
- . Project copy features
- . Comparison of alternative project scenarios

Project Baselines

- . Baseline budget retention
- . Baseline target schedule retention
- . Baseline cash flow/fiscal budget retention

Progress Monitoring and Control

The following capabilities are required for effective progress monitoring and control:

Cost Control

- . Re-estimating costs during design, compiled by WBS and by planned contract.
- . Incurred costs reported by line item and summarized by WBS, by contract and by C of A
- . Ability to forecast costs-to-complete by line item, and summarize by WBS, contract and C of A
- . Escalation rate adjustments, schedule changes and de-escalation analysis
- . Minor order processing
- . Variance and exception reporting
- . Vendor status reporting
- . FIS interface

Schedule Control

- . Contractors' and client's schedule progress monitoring
- . Future schedule progress forecasting
- . Identification of possible delays and impacts on critical path
- . Ability to reschedule activities to resolve slippages and to revise cost forecasts and cash flow projections accordingly
- . Summary and exception reporting

Document Control

- . Recording of receipt and issue of documents
- . Monitoring of internal and external distribution
- . Identification of delays in document receipts/approvals

Contract Administration

- . Expenditure authorization recording
- . Contract change orders processing
- . Contingency depletion by contract and by total project
- . Variance and exception reporting

Accounting and Financial Control

- . Invoice and payment processing
- . FIS reconciliation
- . Revision of cash flow forecasts, reflecting schedule and cost changes
- . Identification of variances with fiscal budget

System Features

The following system features are required:

- .. Supports multi-user environment
- . Interactive on-line data entry
- . Audit trail and back-up
- . Remote terminal access (e.g. at job site)
- . Month-end processing, including period change identification

The following additional system features are desirable:

- . Project copy
- . Control access security
- . On-line help
- . Comprehensive, concise user documentation
- . "User-Friendliness"
- . Report generator

OPTIPLAN

OPTIPLAN SYSTEMS INC.
1470 Place Victor Hugo
Montreal, Quebec, Canada
H3C 4K5
(514) 935-3808

March 30, 1988

Mr. Dale Turvey
Project Director
Freeway Project Office
25 Main Street West
10th Floor
Hamilton, Ontario
L8P 1H1

Dear Mr. Turvey:

re: Optiplan Project Management System

FILE No. _____	
LETTER No. _____	
PROJECT OFFICE	
APR - 8 1988	
DIRECTOR	ANS. BY
MAN. ENG.	
PROJ.	REF. TO
PLANNING	
PMS	FILED BY

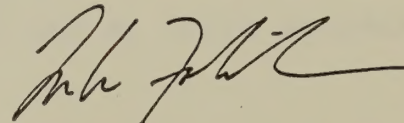
Enclosed is some material describing our OPMS product for PC/AT and PS/2 microcomputers. The micro version is currently used on several major projects managed by the Regional Municipality of Ottawa-Carleton. It is also used by the IBI Group in Edmonton for the Alberta Urban Hospitals projects.

To use OPMS on a microcomputer you will need to install a hardware/software package called the 7-XP. The hardware component of the 7-XP consists of a multi-user, multi-tasking coprocessor card with two megabytes of memory and six built-in ports for terminals, modems, printers and plotters.

Also enclosed is our quotation for providing you with a complete turnkey OPMS system. The proposed software includes the OPMS Cost Control and Scheduling modules. The software license allows for a maximum of three concurrent workstations. If required, the license can be upgraded to include other OPMS modules, or to increase the number of concurrent workstations at a later date.

Yours truly,

Optiplan Systems Inc.



M.W. Folinsbee, Eng
President

enc.

OPTIPLAN

OPTIPLAN PROJECT MANAGEMENT SYSTEM

March 30, 1988

HAMILTON FREEWAY PROJECT QUOTATION

Hardware

The OSI-supplied host microcomputer listed below is optional. You may choose to provide your own microcomputer conforming to the enclosed hardware specifications. The 7-XP emulator card must be purchased through OSI.

In addition to the hardware listed below, you will require at least one printer and two extra workstations. Workstations may be PC's equipped with TI931 emulator software (\$650 per workstation for the software). Several other terminal types can be used. For dial-in software support you will need a 1200 bps or 2400 bps modem. An optional HP-compatible plotter can be connected for network plotting and management graphics. The HP DraftPro plotter is recommended.

Microcomputer hardware maintenance can be arranged through several companies such as Bell Technical Services or Miscoe Data Ltd. 7-XP warranty information is enclosed.

Terms

Prices include FST and duty, but not PST. All equipment is FOB Montreal. Payment for the hardware components is required prior to installation. The balance is due net 30 days. Prices and terms are subject to change without notice.

OPMS Host Microcomputer

PC/AT compatible microcomputer (10 Mhz)

640 kb memory & System clock

70 mb hard disk & 1.2 mb floppy drive

60 mb tape drive, Sytos tape software & DOS \$8,750

7-XP Emulator Card with 2 mb memory & TX10 software \$6,250

OPMS Software Licenses (for three workstations)

Cost Control & Financial Management module \$7,000

Scheduling and Resource Leveling module \$7,000

Configuration of Hardware and Software (in Montreal) \$1,500

Semi-Annual Software Support (OPMS & TX10) \$2,300

\$32,800

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OPTIPLAN

OPTIPLAN SYSTEMS INC.
1470 Place Victor Hugo
Montreal, Quebec, Canada
H3C 4K5
(514) 935-3808

X-PORTER AND 7-XP WARRANTIES

Definitions

X-Porter: Original version of the TENX product with one megabyte of on-board memory, TX10 software and user manual. This version is limited to a maximum of two serial devices on an IBM PC-AT.

7-XP: New version of the X-Porter with TX10 software, six on-board serial ports (usable by TX10 only), and user manual.

The following warranty description applies to both the X-Porter and the 7-XP when used in conjunction with OPMS.

7-XP Hardware Warranty and Repair

TENX Technology, Inc. of Austin Texas warrants the 7-XP hardware for a period of one year from the date of original purchase. If a hardware malfunction is encountered during this period, the Licensee must advise OSI immediately so that a replacement 7-XP can be sent.

After expiry of the one year hardware warranty period, a fixed price 7-XP repair service is provided by TENX. The cost is currently U.S. \$195. A new one year hardware warranty is included in the repair price.

For as long as the Licensee's OPMS software is supported by an OSI maintenance agreement, OSI will arrange for replacement hardware to be sent to the Licensee in the event of a hardware malfunction. The Licensee will be responsible for removing the defective card from the host microcomputer, promptly returning it to TENX with the repair fee (if applicable), and for installing the replacement card.

TX10 Software Warranty

TENX Technology offers TX10 support and subscription services to software developers such as OSI. When TX10 upgrades are available, they will first be tested on OSI's equipment to ensure correct operation with OPMS prior to release to the Licensee. There is a separate fee of \$400 payable by the Licensee to OSI for 12 months of TX10 support.

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OPMS / X-PORTER HARDWARE REQUIREMENTS

Basic Requirements

The X-Porter board will operate on hardware which is IBM PC-AT compatible. To use OPMS with the X-Porter, the host machine should also meet the following requirements:

- Have a minimum of 512 kb of memory but no more than 640 kb. If the PC has 640 kb, the X-Porter should be installed at memory segment addresses C000 hex or D000 hex. If there is a conflict with other installed hardware at addresses C000 and D000, then the PC should be configured with only 512 kb and the X-Porter installed at address 9000.
- No conflict with other devices at I/O Port Address 100 hex.
- A minimum of 20 mb will be required in a single disk volume to hold the multi-user TX10 software and the three-module set of OPMS system files. An additional 5 to 10 mb will typically be required to hold the multi-project data base. The programs and data can reside on separate volumes. It is recommended to use a disk drive with an average access time of 28 msec or less.
- DOS Version 3.1 or later for the IBM PC-AT.

Secondary Terminals and Devices

All secondary serial terminals are normally configured for 9600 bps, 7 data bits, odd parity, and with one stop bit. These parameters can be changed by the GENTX10 command. The secondary terminals require a serial communication port and cabling to connect to the host. Several TI, DEC and Televideo terminals are currently supported by the X-Porter.

The original version of the X-Porter requires one IBM Serial/Parallel Adapter Board for each secondary user terminal. The newer 7-XP version has six built-in ports for secondary terminals and serial devices. If preferred, it is possible to attach a printer or serial plotter directly to a secondary terminal if a TI model 931 terminal (or emulator) is used. The emulator must be equipped with an extra serial or parallel port to connect the printer or plotter.

Tape Backup Unit

For software installation and data backup, the PC should be equipped with a 60 mb streaming tape backup unit and SYTOS tape software. A drive compatible with the Archive system is required. This unit accepts either DC600A or DC300XL cassettes, and uses the QIC-24 data format.

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OPMS - OPTIPLAN PROJECT MANAGEMENT SYSTEM

GENERAL INFORMATION & TERMS

OPMS SOFTWARE LICENSE

A base software license entitles the purchaser to use OPMS in perpetuity on one workstation connected to a single designated machine, subject to the terms of the license agreement.

MULTIPLE WORKSTATIONS

Depending on the hardware, OPMS is capable of handling up to five or more workstations connected to the same computer. The license price for each extra workstation is 20% of the Base License Price.

SOFTWARE UPGRADES

An OPMS license can be upgraded to a version supporting more workstations and/or additional modules by paying the License Price differential.

ADDITIONAL COPIES

Additional licensed copies of OPMS may be acquired by the original purchaser at a discount for operation on other designated computers:

<u>Copy Number</u>	<u>Discount</u>
Two	20%
Three	25%
Four	30%

OPMS SOFTWARE LEASE

OPMS can be leased for a period of 90 days for 30% of the License Price. A purchase credit of 50% of the lease payments applies up to a maximum of 50% of the License Price. Software support is included with the lease.

INSTALLATION, USER TRAINING & SUPPORT

On-site installation and user training are available at \$700/day plus travel and living expenses. Installation and custom configuration normally requires 1 day. Depending on the modules acquired, user training may require 1 to 4 days.

Free software support is included with a purchased OPMS license for 30 days following the date of shipment. Software support can be extended semi annually for 15% of the License Price.

DOCUMENTATION

OPMS comes with one set of user reference manuals. Extra manuals are available for \$200 per set.

TERMS

Prices are quoted in Canadian funds. Twenty percent of the License Price is due with the order. The balance is due 15 days after shipment from OSI. Other payments are due net 15 days. Interest is charged on overdue accounts.

Products are shipped F.O.B. Montreal. The client is responsible for all applicable taxes and/or duties. Software is delivered on 1600 bpi tape or DC300XL cassette. Other media may incur additional charges.

Long distance telephone charges are paid by the client.

Prices and terms are subject to change without notice.

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OPMS PRICE SHEET, CANADA - January 1987

<u>SOFTWARE MODULES</u>		<u>BASE LICENSE PRICE</u>
<u>(Refer to menu listings for detailed module contents)</u>		<u>(SINGLE WORKSTATION)</u>
<u>NR</u>	CPM SCHEDULING AND RESOURCE LEVELING Organization Data and Human Resource Structure Networking Structures and Fragnets Activity Logic Analysis & Updating Network Calculations Schedule Status Reporting Network Plotting & Graphics Resource Planning & Reporting Resource Leveling System Utilities and Report Generator	\$5,000
<u>IM</u>	INTERNAL MANAGEMENT AND DOCUMENT CONTROL Organization Data and Human Resource Structure Staff Management and Timesheet Processing Project Organization & Work Structures Internal Management Summary Status Internal Work Structures Internal Work Planning & Monitoring Scope Change Control Workhour Earned Value & Performance Analysis Internal Drawing & Document Control System Utilities and Report Generator	\$5,000
<u>CP</u>	COST CONTROL & FINANCIAL MANAGEMENT Organization Data Project Organization & Work Structures Work Planning & Monitoring Escalation Index Projections Commitment Package Planning & Administration Commitments and Commitment Package Schedules Cost/Schedule Interface Cash Flow Forecast, IDC & Capitalization Project Earned Value & Performance Analysis Capital Project Accounting External Drawing & Document Control System Utilities and Report Generator	\$5,000

Company Code: OPTIFLEX _____
User ID: MFC001 Password (016/Nov): _____ Language: E
Charge Account: _____ - _____

1. ORGANIZATION STRUCTURE & RESOURCE MANAGEMENT
2. INTERNAL MANAGEMENT SUMMARY STATUS
3. INTERNAL PROJECT MANAGEMENT
4. CAPITAL COST CONTROL & FINANCIAL MANAGEMENT
5. CAPITAL PROJECT ACCOUNTING
6. CPM SCHEDULING & RESOURCE LEVELING
7. SYSTEM UTILITIES
8. CUSTOM PROGRAMS

13. _____

-- ORGANIZATION STRUCTURE & RESOURCE MANAGEMENT -- 10/15/88

- 1 ORGANIZATION DATA
- 2 HUMAN RESOURCE STRUCTURE
- 3 STAFF MANAGEMENT
- 4 TIMESHEET PROCESSING

11 _____

ORGANIZATION DATA

INPUTS:

- | | | |
|---|----------------------------------|------|
| 1 | CLIENT DATA | CLNT |
| 2 | PROJECT DEFINITION | PROJ |
| 3 | TIME CHANGES ACCOUNTS DEFINITION | TCAB |
| 4 | WORK TYPE DEFINITION | WTFP |

11

HUMAN RESOURCE STRUCTURE 1874/96

INPUTS:

REPORT:

- | | | | | | |
|---|--------------------------------|------|---|---------------|------|
| 1 | BRANCH DEFINITION | BRCH | 5 | EMPLOYEE LIST | EMPL |
| 2 | DEPARTMENT/DIVISION | DEPT | | | |
| 3 | HUMAN RESOURCE CLASSIFICATIONS | HNCL | | | |
| 4 | EMPLOYEE DATA | EMPL | | | |

11

STAFF MANAGEMENT 10/16/2016

REPORTS.

- | | | |
|---|----------------------------|-----|
| 1 | SUMMARY RESOURCE HISTOGRAM | SRH |
| 2 | WORKHOUR DISTRIBUTION | WHD |
| 3 | DEPARTMENTAL TIME CHANGES | OTC |
| 4 | DEPARTMENT WORKHOUR BIAS | DWB |

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— TIMESHEET PROCESSING — 18MarAb

INPUTS:

REPORT:

- | | | | | | |
|-----|-----------------------------|------|---|-------------------------------|-----|
| • 1 | TIMESHEET BATCH CONTROL | TSBC | 3 | TIMESHEET TRANSACTION LISTING | TSL |
| • 2 | TIMESHEET TRANSACTION ENTRY | TSTE | 4 | TIMESHEET JOURNAL | TJL |

INDICATIONS:

- | | | | |
|---|-----------------------|------|------|
| 5 | TIMESHEET TRANSACTION | EDIT | TSED |
| 6 | TIMESHEET TRANSACTION | POST | TSPU |
| 7 | TIME CHANGES ACCOUNTS | | TCPE |
| | PERIOD END | | |

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[illegible]

- 1 ORGANIZATION STRUCTURE & RESOURCE MANAGEMENT
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11 _____

REPORTS:

- 1 MULTI-PROJECT B1AF MBF
- 2 MULTI-PROJECT PERFORMANCE ANALYSIS RPA

11 _____

INTERNAL PROJECT MANAGEMENT

18Par06

- 1 INTERNAL WORK STRUCTURES
- 2 INTERNAL WORK PLANNING AND MONITORING
- 3 SCOPE CHANGE CONTROL
- 4 WORKHOUR EARNED VALUE & PERFORMANCE ANALYSIS
- 5 INTERNAL DRAWING CONTROL

11 _____

INTERNAL WORK STRUCTURES

18Par06

INPUTS:

- 1 WORK PACKAGE CATEGORIES WCAT
- 2 WORK PACKAGE DEFINITION WPCG
- 3 WORK TYPE RESOURCE HOURS WTRH

REPORTS:

- 4 INTERNAL WORK STRUCTURES IWS

11 _____

INTERNAL WORK PLANNING AND MONITORING

18Par06

INPUTS:

- 1 W.P. ACTIVITY DEFINITION WACT
- 2 W.P. ACTIVITY SCHEDULE UPDATE WASU
- 3 ACTIVITY RESOURCE FORECASTS ARSF
- 4 ACTIVITY RESOURCE RECASTING AREC DATE

REPORTS:

- 5 W.P. CATEGORIES WORKHOUR B1AF CTR
- 6 WORK PACKAGE WORKHOUR B1AF WPM
- 7 WORK TYPE RES. WORKHOUR B1AF WTR
- 8 ACT'Y RESOURCES WORKHOUR B1AF ARH
- 9 W.P. ACTIVITY SCHEDULE STATUS WAS
- 10 ACT'Y RESOURCE SCHEDULES ARS
- 11 WORK PACKAGE TIME CHARGES WTC

11 _____

SCOPE CHANGE CONTROL

18Par06

INPUTS:

- 1 SCOPE CHANGE AUTHORIZATION SCOA
- 2 SCOPE CHANGE ITEMS SCAL
- 3 ACTIVITY RESOURCE SCOPE CHANGES ARSC

REPORTS:

- 4 W.P. SCOPE CHANGES VSC
- 5 SCOPE CHANGE AUTHORIZATIONS SCA

11 _____

WORKHOUR EARNED VALUE & PERFORMANCE ANALYSIS

18Par06

INPUTS:

- 1 ACTIVITY RESOURCE BUDGETS ARB
- 2 TRANSFER F'CAST TO BUDGET RES TRFM

REPORTS:

- 3 PRODUCTIVITY FORECAST ANALYSIS PFA
- 4 W.P. CATEGORIES PERFORMANCE CTP
- 5 WORK PACKAGES PERFORMANCE WPP
- 6 WORK TYPE RESOURCES PERFORMANCE WTP
- 7 ACTIVITY RESOURCES PERFORMANCE ARP
- 8 EARNED VALUE TRANSACTIONS LIST EVL

11 _____

INTERNAL DRAWING CONTROL

18Par06

INPUTS:

- 1 DESIGN DRAWINGS DEFINITION DDND
- 2 DRAWING STAGES & SCHEDULES DDCR
- 3 DRAWING STAGES TO ACTIVITY DDAE
- 4 DESIGN TRANSMITTAL DEFINITION DTDW
- 5 DESIGN TRANSMITTAL ITEMS DTDI
- 6 DESIGN DRAWING REGISTER DDCR
- 7 DRAWING SCHEDULE STATUS DST
- 8 ACTIVITY TO DRAWING STAGE RECONCILIATION ADRE
- 9 DESIGN TRANSMITTALS LIST DTL

11 _____

- 1 ORGANIZATION STRUCTURE & RESOURCE MANAGEMENT
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11 _____

PROJECT ORGANIZATION & WORK STRUCTURES

18Apr80

INPUTS:

- 1 PROJECT ORGANIZATION MEMBERSHIP STRUCTURE
- 2 WBS ELEMENT DEFINITION

REPORTS:

- 3 WBS DICTIONARY
- 4 WBS

DEC

11 _____

ESCALATION INDEX PROJECTIONS

18Apr80

INPUTS:

- 1 ESCALATION INDEX DEFINITION

REPORTS:

- 2 ESCALATION FACTORS TABLE

ESP

INVOCATIONS:

- 3 ESCALATION INDEX/FORCAST SYNCHRONIZATION

EIPS

11 _____

COMMITMENTS

18Apr80

INPUTS:

- 1 COMMITMENT PACKAGE AWARD
- 2 CONTRACTUAL VALUES
- 3 RIBBON ORDER AWARD
- 4 CONTRACT CHANGE ORDERS
- 5 CONTRACT CHANGE ORDER ITEMS
- 6 COST ITEM REFERENCE CODES

REPORTS:

- 7 AWARDED CONTRACT ANALYSIS
- 8 CHANGE ORDER ANALYSIS
- 9 CHANGE ORDER REGISTER
- 10 CODE
- 11 CODE
- 12 CIRC

ACA

CSA

CSR

CODE

CODE

CIRC

11 _____

COST/SCHEDULE INTERFACE

18Apr80

INPUTS:

- 1 INTERFACE DEFINITION
- 2 COST ITEM INTERFACE MAINTENANCE
- 3 ACTIVITY REFERENCE CODES

REPORTS:

- 4 INTERFACE ANALYSIS
- 5 CPM
- 6 AISC

IFA

INVOCATIONS:

- 5 PROCUREMENT SCHEDULE INTERFACE UPDATE
- 6 PROCUREMENT SCHEDULE SYNCHRONIZATION
- 7 SCHEDULE INTERFACE UPDATE
- 8 COST ITEM INTERFACE SYNCHRONIZATION

PSIU

PSIU

SIPI

SYIC

11 _____

CONTRACT/PROJECT EARLY VALUE & PERFORMANCE ANALYSIS

18Apr80

REPORTS:

- 1 CONTRACT CUMULATIVE COST PERFORMANCE
- 2 CONTRACT PERIOD COST PERFORMANCE
- 3 CONTRACT PERFORMANCE CURVES
- 4 PROJECT CUMULATIVE COST PERFORMANCE
- 5 PROJECT PERIOD COST PERFORMANCE
- 6 PROJECT PERFORMANCE CURVES

CCP

CPM

CCV

PCP

PPM

PCV

11 _____

- 1 PROJECT ORGANIZATION & WORK STRUCTURES
- 2 WORK PLANNING & MONITORING
- 3 ESCALATION INDEX PROJECTIONS
- 4 COMMITMENT PACKAGE PLANNING & ADMINISTRATION
- 5 COMMITMENTS
- 6 COMMITMENT PACKAGE SCHEDULES
- 7 COST/SCHEDULE INTERFACE
- 8 CASH FLOW FORECASTS, IDC & CAPITALIZATION
- 9 CONTRACT/PROJECT EARLY VALUE & PERFORMANCE ANALYSIS
- 10 EXTERNAL DRAWING CONTROL

11 _____

WORK PLANNING & MONITORING

18Apr80

INPUTS:

- 1 WBS BUDGET MAINTENANCE
- 2 WBS REVISED ESTIMATE MAINTENANCE
- 3 BUDGET SCOPE CHANGE AUTHORIZATIONS

REPORTS:

- 4 WBS COST SUMMARY
- 5 WBS CONTRACT COST ALLOCATIONS
- 6 WBS COST DETAIL
- 7 BUDGET SCOPE CHANGES

WBSB

WBSH

BSCA

WCS

WCA

WCS

BSA

INVOCATIONS:

- 8 COPY ESTIMATE TO BUDGET

CTB

11 _____

COMMITMENT PACKAGE PLANNING & ADMINISTRATION

18Apr80

INPUTS:

- 1 COMMITMENT PACKAGE CATEGORY DEFINITION
- 2 COMMITMENT PACKAGE DEFINITION
- 3 PCS BUDGET MAINTENANCE
- 4 PCS REVISED ESTIMATE MAINTENANCE
- 5 INCURRED COST
- 6 FORECAST TO COMPLETE
- 7 RIBBON ORDERS FORECAST TO COMPLETE
- 8 PENDING CHANGE ORDER DEFINITION
- 9 CONTINGENCY ASSESSMENT

REPORTS:

- 10 PROJECT STATUS
- 11 BUDGET, INCURRED & FORECAST
- 12 COMMITMENT PACKAGE PLANNING
- 13 AWARDED CONTRACT STATUS
- 14 SCHEDULE ADJUSTMENT AUDIT
- 15 BUDGET VARIANCE ANALYSIS
- 16 PROJECT MONTH-END PROCESSING

CATD

CPMG

CSUD

CSRN

INCC

FCST

FOFC

PCOB

CTCA

PRJ

BIF

CPM

ACS

SAT

VA

PCOB

PCOB

PCOB

11 _____

COMMITMENT PACKAGE SCHEDULES

18Apr80

INPUTS:

- 1 PROJECT PROCEDURE STAGES DEFINITION
- 2 PROCEDURE SCHEDULE INTERFACE MAINTENANCE

REPORTS:

- 3 COMMITMENT PACKAGE SCHEDULE
- 4 ITEM SCHEDULE SCHEDULE
- 5 PROCEDURE SCHEDULE SCHEDULE
- 6 PROCEDURE LOADING

PSYC

PSIM

CPB

ISB

PSB

PLD

11 _____

CASH FLOW FORECAST, IDC & CAPITALIZATION

18Apr80

INPUTS:

- 1 CASH FLOW PARAMETERS DEFINITION
- 2 PHYSICAL BUDGET MAINTENANCE
- 3 IDC & CAPITALIZATION PARAMETERS

REPORTS:

- 4 COMMITMENT PACKAGE CASH FLOW
- 5 CASH FLOW ANALYSIS
- 6 INTEREST DURING CONSTRUCTION ANALYSIS

CASF

PLSC

IDCP

CFI

CPA

IDC

11 _____

EXTERNAL DRAWING CONTROL

18Apr80

INPUTS:

- 1 MANUFACTURE DRAWINGS DEFINITION & RECEIPT
- 2 MANUFACTURE TRANSMITTAL DEFINITION
- 3 MANUFACTURE TRANSMITTAL ITEMS

REPORTS:

- 4 MANUFACTURE DRAWING REGISTER
- 5 MANUFACTURE TRANSMITTALS LIST
- 6 MANUFACTURE DRAWINGS HISTORY

MDMC

MTDF

MTBI

MDR

MTL

MDH

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- 1 ORGANIZATION STRUCTURE & RESOURCE MANAGEMENT
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- 1 NETWORKING STRUCTURES
- 2 FRAGNETS
- 3 ACTIVITY LOGIC ANALYSIS & UPDATING
- 4 NETWORK CALCULATIONS
- 5 SCHEDULE STATUS REPORTING
- 6 RESOURCE PLANNING & REPORTING
- 7 RESOURCE LEVELING
- 8 NETWORK PLOTTING

11 _____

--- NETWORKING STRUCTURES ---

18Apr86

INPUTS:

- | | |
|-----------------------|------|
| 1 CALENDARS | CALN |
| 2 SCHEDULE PARAMETERS | SPAR |
| 3 SUMMARY/SORT ITEMS | SUMI |
| 4 SUBNET DEFINITION | SUBN |

11 _____

--- FRAGNETS ---

18Apr86

INPUTS:

- 1 FRAGNET DEFINITION
- 2 FRAGNET ACTIVITY & EVENT DEFINITION
- 3 FRAGNET LOGIC LINKS
- 4 FRAGNET RESOURCE TO ACTIVITY ASSIGNMENT
- 5 FRAGNET ASSIGNMENT

REPORTS:

- | | | |
|------|---|-----|
| FRAG | 6 FRAGNET ACTIVITY LOGIC ANALYSIS | FLA |
| FACT | 7 FRAGNET ACTIVITY RESOURCE ASSIGNMENTS | FRA |
| FLNK | 8 FRAGNET ASSIGNMENT AUDIT TRAIL | FAA |
| FRAS | | |
| FASS | | |

11 _____

--- ACTIVITY LOGIC ANALYSIS & UPDATING ---

18Apr86

INPUTS:

- 1 ACTIVITY & EVENT DEFINITION
- 2 LOGIC LINKS
- 3 ACTIVITY SCHEDULE UPDATE

REPORTS:

- | | | |
|------|------------------------------|-----|
| ACTY | 4 ACTIVITY LOGIC ANALYSIS | ALA |
| LINK | 5 ACTIVITY SCHEDULE ANALYSIS | ASA |

INVOCATION:

- | | | |
|--|-----------------------------------|------|
| | 6 ACTIVITY TARGET SCHEDULE UPDATE | TARG |
|--|-----------------------------------|------|

11 _____

--- NETWORK CALCULATIONS ---

18Apr86

INVOCATION:

- 1 NETWORK CALCULATION

REPORTS:

- | | | |
|------|------------------------------------|-----|
| NETC | 2 NETWORK PARAMETERS | NPR |
| | 3 SCHEDULE VIOLATION & DUPLICATION | SVI |
| | 4 LOOP TRACING | LTR |

11 _____

--- SCHEDULE STATUS REPORTING ---

18Apr86

REPORTS:

- | | | |
|--|----------------------------|-----|
| | 1 SUMMARY BARCHARTS | SPB |
| | 2 ACTIVITY SCHEDULE STATUS | AST |
| | 3 ACTIVITY BARCHART | ACB |

11 _____

--- RESOURCE PLANNING & REPORTING ---

18Apr86

INPUTS:

- 1 PROJECT RESOURCE DEFINITION
- 2 PROJECT HUMAN RESOURCES ALLOCATION
- 3 RESOURCE TO ACTIVITY ASSIGNMENT

REPORTS:

- | | | |
|------|---------------------------------|-----|
| PRD | 4 ACTIVITY RESOURCE ASSIGNMENTS | ARA |
| PRAL | 5 RESOURCE RESTRICTIONS | RST |
| RAAS | 6 RESOURCE ALLOCATION ANALYSIS | RAA |
| | 7 CUMULATIVE RESOURCE ENVELOPE | CEM |

11 _____

--- RESOURCE LEVELING ---

18Apr86

INVOCATIONS:

- 1 RESOURCE LEVELING
- 2 TRANSFER TRIAL SCHEDULE

REPORTS:

- | | | |
|------|---------------------------------------|-----|
| LEVC | 3 TRIAL SCHEDULE BARCHART | TSB |
| TSCR | 4 TRIAL SCHEDULE TRANSFER AUDIT TRAIL | TFR |

11 _____

--- NETWORK PLOTTING ---

18Apr86

INVOCATIONS:

- | | | |
|--|-----------------------------|-----|
| | 1 NETWORK EXTRACTION | NPE |
| | 2 NETWORK PLOTTING ANALYSIS | NTP |
| | 3 NETWORK PLOTTING | NPL |

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- 1 ORGANIZATION STRUCTURE & RESOURCE MANAGEMENT
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- 7 RESOURCE LEVELING
- 8 NETWORK PLOTTING

11 _____

--- NETWORKING STRUCTURES ---

18Mar86

INPUTS:

- | | |
|-----------------------|------|
| 1 CALENDARS | CALH |
| 2 SCHEDULE PARAMETERS | SPAR |
| 3 SUMMARY/SORT ITEMS | SUMH |
| 4 SUBNET DEFINITION | SUBH |

11 _____

--- FRAGMENTS ---

18Mar86

INPUTS:

- | | |
|--|------|
| 1 FRAGMENT DEFINITION | FRAG |
| 2 FRAGMENT ACTIVITY & EVENT DEFINITION | FACT |
| 3 FRAGMENT LOGIC LINES | FLIN |
| 4 FRAGMENT RESOURCE TO ACTIVITY ASSIGNMENT | FRAS |
| 5 FRAGMENT ASSIGNMENT | FASS |

REPORTS:

- | | |
|--|-----|
| 6 FRAGMENT ACTIVITY LOGIC ANALYSIS | FLA |
| 7 FRAGMENT ACTIVITY RESOURCE ASSIGNMENTS | FLR |
| 8 FRAGMENT ASSIGNMENT AUDIT TRAIL | FAA |

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--- ACTIVITY LOGIC ANALYSIS & UPDATING ---

18Mar86

INPUTS:

- | | |
|-------------------------------|------|
| 1 ACTIVITY & EVENT DEFINITION | ACTY |
| 2 LOGIC LINES | LINK |
| 3 ACTIVITY SCHEDULE UPDATE | SCHU |

REPORTS:

- | | |
|------------------------------|-----|
| 4 ACTIVITY LOGIC ANALYSIS | ALA |
| 5 ACTIVITY SCHEDULE ANALYSIS | ASA |

INVOCATION:

- | | |
|-----------------------------------|------|
| 6 ACTIVITY TARGET SCHEDULE UPDATE | TARG |
|-----------------------------------|------|

11 _____

--- NETWORK CALCULATIONS ---

18Mar86

INVOCATION:

- | | |
|-----------------------|------|
| 1 NETWORK CALCULATION | NETC |
|-----------------------|------|

REPORTS:

- | | |
|-----------------------------------|-----|
| 2 NETWORK PARAMETERS | NPR |
| 3 SCHEDULE VIOLATION & IMPEDIMENT | SVI |
| 4 LOOP TRACING | LTR |

11 _____

--- SCHEDULE STATUS REPORTING ---

18Mar86

REPORTS:

- | | |
|----------------------------|-----|
| 1 SUMMARY BARCHARTS | SHB |
| 2 ACTIVITY SCHEDULE STATUS | AST |
| 3 ACTIVITY BARCHART | ACB |

11 _____

--- RESOURCE PLANNING & REPORTING ---

18Mar86

INPUTS:

- | | |
|--|------|
| 1 PROJECT RESOURCE DEFINITION | PRID |
| 2 PROJECT RUMAH RESOURCES | PRAL |
| 3 RESOURCE TO ACTIVITY ASSIGNMENT RAAS | |

REPORTS:

- | | |
|---------------------------------|-----|
| 4 ACTIVITY RESOURCE ASSIGNMENTS | ARA |
| 5 RESOURCE HISTOGRAMS | RST |
| 6 RESOURCE ALLOCATION ANALYSIS | RAA |
| 7 CUMULATIVE RESOURCE ENVELOPE | CUN |

11 _____

--- RESOURCE LEVELING ---

18Mar86

INVOCATIONS:

- | | |
|---------------------------|------|
| 1 RESOURCE LEVELING | LEVL |
| 2 TRANSFER TRIAL SCHEDULE | TSCN |

REPORTS:

- | | |
|---------------------------------------|-----|
| 3 TRIAL SCHEDULE BARCHART | TSH |
| 4 TRIAL SCHEDULE TRANSFER AUDIT TRAIL | TFT |

11 _____

--- NETWORK PLOTTING ---

18Mar86

INVOCATIONS:

- | | |
|-----------------------------|------|
| 1 NETWORK EXTRACTION | NPLS |
| 2 NETWORK PLOTTING ANALYSIS | NKTP |
| 3 NETWORK PLOTTING | NPLT |

11 _____

- 1 ORGANIZATION STRUCTURE & RESOURCE MANAGEMENT
- 2 INTERNAL MANAGEMENT SUMMARY STATUS
- 3 INTERNAL PROJECT MANAGEMENT
- 4 CAPITAL COST CONTROL & FINANCIAL MANAGEMENT
- 5 CAPITAL PROJECT ACCOUNTING
- 6 CPM SCHEDULING & RESOURCE LEVELING
- 7 SYSTEM UTILITIES
- 8 CUSTOM PROGRAMS

11 _____

--- SYSTEM UTILITIES ---

18Mar86

- 1 USER SECURITY & USAGE LOG
- 2 COMPUTER USAGE ACCOUNTING
- 3 PROJECT MODELING
- 4 REPORT GENERATOR
- 5 SYSTEM DIAGNOSTICS & MAINTENANCE

11 _____

--- USER SECURITY & USAGE LOG ---

18Mar86

INPUTS:

- 1 COMPANY DEFINITION
- 2 USER DEFINITION
- 3 SECURITY MAINTENANCE

REPORTS:

- 4 COMPUTER SYSTEM USAGE JOURNAL

11 _____

--- COMPUTER USAGE ACCOUNTING ---

18Mar86

INPUTS:

- 1 COMPUTER CHARGES ACCOUNTS
- 2 SOFTWARE ROYALTIES

REPORTS:

- 3 COMPUTER SYSTEM BILLING

11 _____

--- PROJECT MODELING ---

18Mar86

INVOCATIONS:

- 1 PROJECT COPY

11 _____

--- REPORT GENERATOR ---

18Mar86

INPUTS:

- 1 DATA BLOCKS DEFINITION
- 2 DATA ELEMENT DEFINITION
- 3 DATA LINES DEFINITION
- 4 REPORT DEFINITION

REPORTS:

- 5 DATA BLOCK LISTING
- 6 DATA ELEMENTS
- 7 DATA LINES
- 8 COMPILED REPORT AUDIT TRAIL

INVOCATIONS:

- 9 REPORT COMPILER
- 10 REPORT PRODUCTION

11 _____

--- SYSTEM DIAGNOSTICS & MAINTENANCE ---

18Mar86

INPUTS:

- 1 REPORT CATALOG MAINTENANCE
- 2 SHOW SYSTEM STATUS

11 _____



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Office of the Chief Administrative Officer 526-4263
119 King Street West, 15th Floor
Hamilton, Ontario

5.

CA0-88-007

June 8, 1988

Councillor J. Gallagher, Chairman
and Members of the Information Systems Committee

Subject: Director/Facilities Manager

Origin

At the last meeting, the Committee received and amended the advertisement for the Director/Facilities Manager from the Amalgamated Systems Department. The Committee also approved a Special Hiring Committee to review applications for this position.

Analysis

The advertisement for the Director/Facilities Manager was placed in the Hamilton Spectator and the Toronto Globe and Mail during the period of May 10-19. Applicants were given until the end of May to apply for the position while Facilities Management firms were given until June 3rd for receipt of proposals. As a result of the advertisements, 27 applications were received for the position of Director and six proposals were received for Facilities Manager.

The CAO's for the City and Region have conducted their first review of applicants and have reduced the field to 12 individuals and four Facility Management Firms. It is our intention to conduct a second review to further narrow the candidates to a more manageable number for interviews. When this is complete, a meeting of the Special Hiring Committee can be convened to review and interview the selected candidates and firms. We anticipate that this could be accomplished in time for the July meeting of the Information Systems Committee.

Recommendation

For the Information of the Committee.

Respectfully Submitted,

Wm. McMillin Carson
Chief Administrative Officer

cc. - Chairman Sears
Mayor Morrow



Page 4, 1951

100-10000

Continued on Page 5, 1951

Continued on Page 6, 1951

Page 5

At the first meeting, the following was discussed: the status of the project, the progress of the work, and the need for further action. It was decided that the project should be continued, and that the work should be carried out as far as possible. It was also decided that the project should be reported to the committee at the next meeting.

Page 6

The following was discussed at the second meeting: the progress of the work, the need for further action, and the status of the project. It was decided that the project should be continued, and that the work should be carried out as far as possible. It was also decided that the project should be reported to the committee at the next meeting.

The following was discussed at the third meeting: the progress of the work, the need for further action, and the status of the project. It was decided that the project should be continued, and that the work should be carried out as far as possible. It was also decided that the project should be reported to the committee at the next meeting.

Page 7

The following was discussed at the fourth meeting:

Continued on Page 8, 1951

Continued on Page 9, 1951

Continued on Page 10, 1951

6.

Memorandum TRA-88-060

To the Chairman and Members of the Transportation Services
Committee

Re: Interconnection Link

Origin

Hamilton Street Railway's existing financial systems are being replaced with the financial systems of the Region, which run at the City of Hamilton's data centre (MSA). This change has created the need for an Interconnection Link between the two data centres .

Background

Financial Integration

The integration of the Hamilton Street Railway with Regional financial systems (MSA) is under development . Integration of General Ledger, Accounts Payable and Payroll is planned for January 1989 .

To accomodate this, an Interconnection Link is required to connect HSR applications and users to MSA which runs on the City of Hamilton's IBM host computer . To accomodate this, the link must provide a number of general functions :

- terminal access to MSA applications
- file transfer from VAX to IBM to supply data to MSA
- file transfer from IBM to VAX for reporting and analysis

Requirements

In response to the financial integration requirements, a committee consisting of both HSR and City of Hamilton Information Systems staff was established in November 1987 to :

- determine detailed interconnection requirements
- establish selection criteria
- develop a Request for Proposal
- review submissions from vendors

Request for Proposal

A Request for Proposal was issued March 19, 1988 . Submissions were received until April 8, 1988 . A total of 7 submissions were received .

Analysis

Submissions from vendors were evaluated by the staff committee in several steps:

1. proposals which did not satisfy major requirements or proposals which were well beyond the budget (without any possibility for reducing the cost) were eliminated from further evaluation .
2. proposals were investigated in much greater detail . Because of the complexity of the requirements and the different types of solutions offered, numerous additions and deletions were required in each proposal .
3. proposals which presented functionality or maintenance problems or proposals which became too expensive after the analysis of step 2 were eliminated from further consideration.
4. references were interviewed using a predetermined questionnaire to further investigate the remaining vendors .
5. the final configuration and costs were resolved for the best solution .

The attached appendix summarizes the vendors involved and the selection procedure .

At the completion of the evaluation process, the solution which best satisfies the requirements consists of products from a combination of three vendors --- Interlink Computer Sciences, Bridge Communications and Digital Equipment . The total cost for the project is \$ 114,964 . This is within the budget amount of \$ 115,000 .

Summary

This solution satisfies all of the financial integration functions required by providing a high degree of connectivity between the VAX and IBM systems .

The solution uses industry-standard Ethernet communications, uses commands already familiar to both VAX and IBM users and is fully compatible with all existing VAX-based communications currently used by HSR .

The City of Hamilton Information Systems group has been involved in the selection process and concurs fully with the recommended solution .

The selection has been reviewed with the Director of Finance for the Region .

Recommendation

1. That the Commissioner of Transportation be authorized to award contracts for the supply of an Interconnection Link to the following combination of vendors :

Interlink Computer Sciences	\$ 84,500
Bridge Communications	\$ 26,136
Digital Equipment	\$ 4,328
	=====
Total	\$ 114,964

2. That the total contribution by the Region be 25 percent of the total amount or \$ 28,741 with the remaining contribution provided by the Ministry of Transportation and Communications . This is provided for in the 1988 approved capital budget (account 0113-580).

3. That this report be forwarded to the Information Systems Committee for information .

Respectfully submitted,

H. O. Schweinbenz
Commissioner of Transportation

Appendix

Computer Interconnection Link RFP Evaluation

	Connections		Communication protocol	Proposal price
	IBM	DEC		
1. Digital	3725	Ethernet	SNA	\$ 176,348
2. Interlink	channel attach	Sync. link	Decnet	\$ 103,184.27
3. Intel	channel	Ethernet	SNA	\$ 243,745
4. Gandalf	3725	Ethernet	proprietary	\$ 46,365.37
5. Mitek	3725	Ethernet	TCP/IP	\$ 47,906
6.1 Joiner	3725	Ethernet	SNA	\$ 56,778
6.2 Joiner	3725	Bisync	Bisync	\$ 64,662
7. Fibronics & Bridge	channel attach	Ethernet	TCP/IP	\$ 122,493.60

Submission Evaluation

STEP 1

Objective

In this step, proposals which did not satisfy major requirements or proposals which were well beyond the budget (without any possibility of reducing the cost) were eliminated from further evaluation .

Analysis

Proposals were evaluated without extensive detailed investigation . Based on this level of evaluation, the following vendors were eliminated from further consideration .

Vendor	Reason	Explanation
3. Intel	cost	More than double the budget with no possibility for reducing the cost .
4. Gandalf	functions	No system to system interconnection link No file transfer functionality
6. Joiner	functions	No terminal emulation functionality

STEP 2

Objective

In this step, proposals were investigated in much greater detail in order to ensure the functionality accurately met our requirements and that the costs included all items .

Analysis

Because of the complexity of the requirements and the different types of solutions offered, numerous additions and deletions were required in each proposal .

	Connections IBM	DEC	Communication protocol	Proposal price	Revised price
1. Digital	3725	Ethernet	SNA	\$ 176,348.	\$ 100,495.
2.1 Interlink	channel attach	Sync. link	Decnet	\$ 103,184.27	\$ 111,614.
2.2 Interlink	channel attach	Ethernet	Ethernet	\$ 103,184.27	\$ 114,964
5. Mitek	3725	Ethernet	TCP/IP	\$ 47,906.	\$ 99,708.
7. Fibronics & Bridge	channel attach	Ethernet	TCP/IP	\$ 122,493.60	\$ 192,931.

STEP 3

Objective

In this step, proposals which presented functionality or maintenance problems or proposals which became too expensive after the analysis of step 2 were eliminated from further consideration.

Analysis

Step 2 identified additional costs in the Fibronics/Bridge proposal (for example, VM software had been proposed rather than MVS --- the MVS version was considerably more expensive). The final cost would be in excess of \$ 190,000. As well, the overall proposal involved equipment and software from four different vendors . This blurs vendor responsibilities and makes problem resolution difficult .

For these reasons, the Fibronics/Bridge proposal was eliminated from further evaluation .

However, the Bridge portion of the proposal did provide an excellent solution for interconnection of remote LANs and would possibly be considered as part of the final solution .

Step identified additional costs required in the implementation of both the Digital and Mitek proposals . These costs were associated with the IBM 3725 controller . The current 3725 controller is capable of a maximum communication speed of 9600 bps . To permit a maximum speed of 56 Kbps, an upgrade is required . The cost of this upgrade from IBM was found to be \$ 45,000 . This would increase the total cost of the Digital and Mitek proposals by approximately \$ 50,000 which exceeds the current budget .

For this reason, the Digital and Mitek proposals were eliminated from further evaluation .

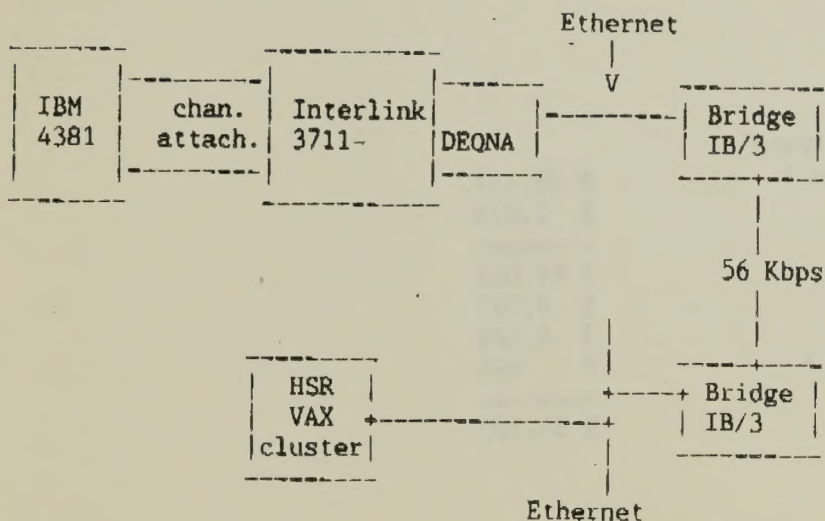
STEP 4

Objective

In this step, references were interviewed using a predetermined questionnaire to further investigate the remaining vendors .

Analysis

At this point, one main vendor remained under consideration -- Interlink . Before completing the reference interviews, the link configuration was revised .



A total of 6 references were interviewed using a predetermined questionnaire to further investigate the remaining vendors . One of the reference interviews also included a visit to the reference's offices to view the product in operation . In summary, all references were positive about the products involved (Interlink controller, Bridge Lan bridges and Digital terminal emulator software) . Any problems identified were minor .

STEP 5

Objective

In this step, the final configuration and costs were resolved .

Analysis

The Computer Interconnection Link requirements will be best satisfied by products from three vendors :

- Interlink (network controller and MVS software)
- Bridge (LAN briges)
- Digital (3278 terminal emulation software)

Detailed costs are as follows :

Interlink

1.	3711-300 Base System (incl. hardware, FT software and MVS/DECnet software)	\$ 66,187.
2.	3270 Emulator Software	\$ 2,875
	Subtotal	=====
	FST @ 12 %	\$ 69,062
	PST @ 8 %	\$ 8,287
	Duty @ 3.9% (hdwre only)	\$ 6,188
		\$ 964
	Interlink Total	=====
		\$ 84,500

Bridge Communications

1.	IB/3 Bridge (qty 2)	\$ 15,600
2.	S/1-EC/2-512 (qty 2)	\$ 6,000
3.	SIO V.35S (qty 2)	\$ 7,500
4.	SW/20-IB software (qty 2)	\$ 650
5.	CBL-SME-25 cable (qty 2)	\$ 500
	Subtotal	=====
	Discount (20 %)	\$ 30,250
	PST @ 8 %	-\$ 6,050
		\$ 1,936
	Bridge Total	=====
		\$ 26,136

Digital Equipment

1.		
1.	Q5454- UZ Term. Em. software lic	\$ 1,749
2.	Q5454- HM Term. Em. software upd	\$ 2,259
	Sub Total	=====
	PST @ 8 %	\$ 4,008
		\$ 321
	Digital Total	=====
		\$ 4,329

Project Total

\$ 114,964

Estimated costs for the following:

Structure:

1	100% - 100% (100% - 100%)	\$ 10,000
2	100% - 100% (100% - 100%)	\$ 10,000
	Subtotal	\$ 20,000
	100% - 100% (100% - 100%)	\$ 10,000
	100% - 100% (100% - 100%)	\$ 10,000
	100% - 100% (100% - 100%)	\$ 10,000
	100% - 100% (100% - 100%)	\$ 10,000
	Subtotal	\$ 40,000

Substructure (estimated cost):

1	100% - 100% (100% - 100%)	\$ 10,000
2	100% - 100% (100% - 100%)	\$ 10,000
3	100% - 100% (100% - 100%)	\$ 10,000
4	100% - 100% (100% - 100%)	\$ 10,000
5	100% - 100% (100% - 100%)	\$ 10,000
	Subtotal	\$ 50,000
	100% - 100% (100% - 100%)	\$ 10,000
	100% - 100% (100% - 100%)	\$ 10,000
	Subtotal	\$ 20,000

Total (estimated cost):

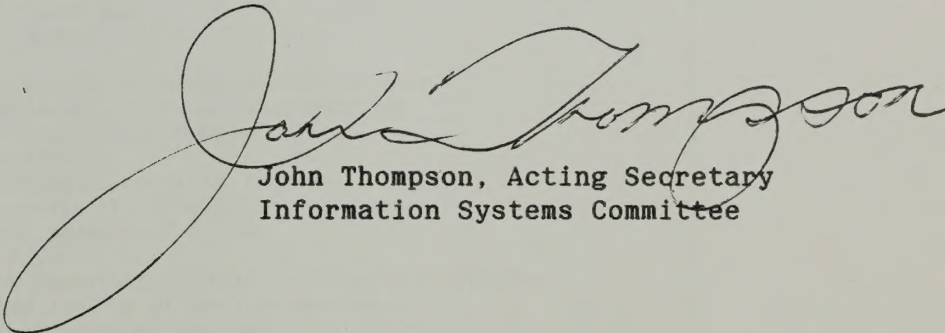
1	100% - 100% (100% - 100%)	\$ 10,000
2	100% - 100% (100% - 100%)	\$ 10,000
	Subtotal	\$ 20,000
	100% - 100% (100% - 100%)	\$ 10,000
	100% - 100% (100% - 100%)	\$ 10,000
	Subtotal	\$ 20,000
	Subtotal	\$ 40,000

CA4 ON HBL R70
IS7

1988 October 20

NOTICE OF MEETING

Information Systems Committee
Thursday, 1988 October 27
12:00 o'clock noon
15th Floor Committee Room, Regional Offices



John Thompson, Acting Secretary
Information Systems Committee

JT:mjw

A G E N D A

1. Minutes of the last regular meeting held Wednesday, 1988 August 10.
2. Information Systems Organization Chart.
3. Criteria for determining "Systems-Related" Positions.
4. Capital Funding Requirements 1988 - 1992.
5. Information Systems - Letterhead and Security Badges.
6. Transportation Services Committee Report 8-88, Items 2 and 3 referred to the Information Systems Committee by Regional Council (For Information).
7. New Business.
8. Adjournment.

Wednesday, 1988 August 10
12:00 o'clock noon
15th Floor Committee Room
Regional Offices

The Information Systems Committee met.

There were present: Chairman (Councillor) J. Gallagher
Councillor D. Agostino
Councillor A. Sloat

Absent: Councillor P. Valeriano
Councillor S. Napper

Also present: Mr. Wm. M. Carson, Chief Administrative Officer
Regional Municipality of Hamilton-Wentworth
Mr. L. Sage, Chief Administrative Officer
City of Hamilton
Mr. C. Mascarenhas, Director of Finance
Regional Municipality of Hamilton-Wentworth
Mr. J. Hindson, Manager of Systems
City of Hamilton
Mr. K. Muller, Assistant to Chief Administrative Officer
Regional Municipality of Hamilton-Wentworth
Mr. P. McNeil, Manager of Systems
Hamilton Street Railway
Mr. J. Thompson, Acting Secretary

1. MINUTES

The minutes of the meetings of the Information Systems Committee held 1988 May 05 and June 15 were received and adopted as circulated to the members.

2. LEASING SUPPLIER FOR 3174 COMMUNICATIONS CONTROLLER AND REPLACEMENT 4224 REMOTE PRINTERS

As outlined in a report of Mr. J. Hindson, Manager, Information Systems dated 1988 July 29, the Committee agreed to submit the following recommendation to City and Regional Councils for approval:

- (a) That Triathlon Leasing of Richmond Hill provide Leasing services in accordance with their Proposal dated 1988 July 6. Lowest of two leasing proposals received.

One IBM 3174 Communications Controller \$366.66/month for 48 months

Two IBM 4224, 400 character/second
Remote printers \$178.45 ea./month for
48 months

Two IBM 4224, 200 character/second
Remote printers \$126.46 ea./month for
48 months

- (b) That the leasing agreement be in a form satisfactory to the City Solicitor.

NOTE: Funds have been provided for in Account No. 0323-25-84 (leasing). The replacement 4224 printers will save \$1 300. in leasing costs per year.

3. COMPARISON OF LEASE AND PURCHASE OF COMPUTER EQUIPMENT

The Committee was in receipt of an information report from Mr. J. Hindson, Manager, Information Systems dated 1988 July 28 comparing the lease and purchase options for computer equipment. This report was requested by the Information Systems Committee at its meeting held 1988 June 15.

The Committee agreed to table the report until the new Director/Facilities Manager has been hired.

Approval
of the
Minutes of the Meeting
held 1988 May 05 and
June 15

Leasing Supplier for
3174 Communications
Controller and
Replacement
4224 Remote Printers

Comparison of Lease
and
Purchase of
Computer Equipment

Information Items

4. INFORMATION ITEMS

Letter from
Wang Canada Ltd. re
Ref:
PaRCILS RFP
Adjournment

The following item was received for information.

Letter from Wang Canada Ltd. dated 1988 July 29 regarding Ref: PaRCILS RFP Response.

The meeting then adjourned.

Taken as read and approved,

(COUNCILLOR) JOHN GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

John Thompson, Acting Secretary
Information Systems Committee
1988 August 10

Typed by M. J. Walton

2.

FOR ACTION

REPORT TO: Mr. J. D. Thompson
Acting secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1988 October 20

COMM FILE:

DEPT FILE: 88.001

SUBJECT: Information Systems Organization Chart

RECOMMENDATION:

- 1) The Organization Chart for INFORMATION SYSTEMS as per the attached Exhibit be approved.

NOTE: There is no change to the "head count" regarding the number of employee positions before and after the reorganization.

- 2) The following positions be eliminated as they become vacant:

Manager of Systems (City)
Manager of Systems (Region)
Manager of Systems (Region/HSR)
Supervisor of Systems & Programming (City)
Supervisor of Operations (City)
Supervisor of Support Services (City)
Assistant Supervisor of Operations (City)
Programmer II (3) (City)
Systems Analyst (City)
Junior Programmer (Region)
Console Operator (City)

Total positions to be eliminated via attrition: 13

- 3) The following Information System positions be established as attrition/vacancies permit:

Manager of Business Application Systems
Manager of Process Control Systems
Assistant Manager of Process Control Systems
Manager of Operations
Assistant Manager of Operations
Manager of Support Services
Supervisor of Systems Technical Services
Supervisor of Business Application Systems
Manager of Systems Planning
Programmer I (2)
Systems Programmer
Supervisor Console Operations

Total Positions to be established: 13

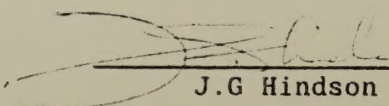
- 4) The following positions be reclassified:

Mrs. A. Jagger	from Senior Staff Assistant to Admin. Assistant I
Ms. J. Chow	from Clerk Typist III to Stenographer II
Ms H. Adams	from Stenographer III to Stenographer II

- 5) The Commissioner of Human Resources be authorized to take the appropriate measures to implement the Organization chart for Information Systems.
- 6) The Director of Information Systems report to the Information Systems Committee regarding the status of all other existing "Systems-related" positions in the Region and City in connection with the preparation and presentation of the 1989 Budget Estimates.

Note: In order to provide for consistent systems development, support and backup (of staff and systems), the existing staff within the Region and City whose main function is Systems-related should report to Information Systems. Where appropriate, some staff may functionally report to the individual Department, but will Administratively report to Information Systems. Each case should be dealt with on an individual basis in consultation with the respective Department Head. This process is under way and will be completed prior to submission of the 1989 Current Budget.

- 7) This report be forwarded to the City Executive Committee for approval.
- 8) This report be forwarded to the Region Personnel and Finance Committee for information.


J.G Hindson P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

- 1) There will be no increase in staff as compared to the previous staff compliment, and the approved position of Director of Information Systems. Human Resources will perform the necessary evaluation of positions and recommend appropriate remuneration levels for the duties and responsibilities involved. No changes to the 1988 Budget are required.

Note: Service levels will be improved with the new organization as it is designed to respond to current service deficiencies.

- 2) These financial implications do not take into account expected savings in hardware, software and other costs which will be the subject of separate reports to the Information Systems Committee.

BACKGROUND:

Region Council (1987 October 20th) and City Council (1987 October 27th) approved the amalgamation of the Region and City Systems functions. Councils approved of a Director of Information Systems at meetings held 1988 September 26th (Region) and September 27th (City).

Attached is the recommended Information Systems Organization chart consistent with the combined responsibilities of Information Systems. The design of the Organization takes into account the following objectives:

- 1) Integrates and rationalizes all resources.
- 2) Coordinates all Information Systems functions.
- 3) Promotes, and is complimentary to, the development of standard policies and procedures.
- 4) Provides for the availability of full systems services including hardware acquisition/maintenance, operations, software acquisition/development/maintenance, Systems Analysis, Programming, End-User support and training.
- 5) Provides for improved communications and coordination of all Information Systems staff responsibilities.
- 6) Facilitates the necessary training of staff to act in backup and support roles for all systems which are critical to the operation of the Corporations.
- 6) Accomplishes staff reallocation of responsibilities via staff reassignment and attrition.
- 7) Provides increased access to Professional and Technical assistance for all Users.

Overall, the rationalized Systems function will result in improved services in the following areas:

- 1) Improved Programming Support on major Systems
- 2) Workstation PC support for all Region Departments.
- 3) Communications expertise available to all Systems sites.
- 4) Development of Backup and Disaster recovery plans for all sites.
- 5) Workstation Hardware expertise available at all System sites.
- 6) Improved training expertise available.
- 7) Central training site.
- 8) Coordination and integration of all Information System Needs.

The proposed organization plan and chart was developed in consultation with all previous Managers of the Systems function at the Region and City. The Managers are committed to the Plan and are looking forward to its efficient operation in delivering services to the Region and City.

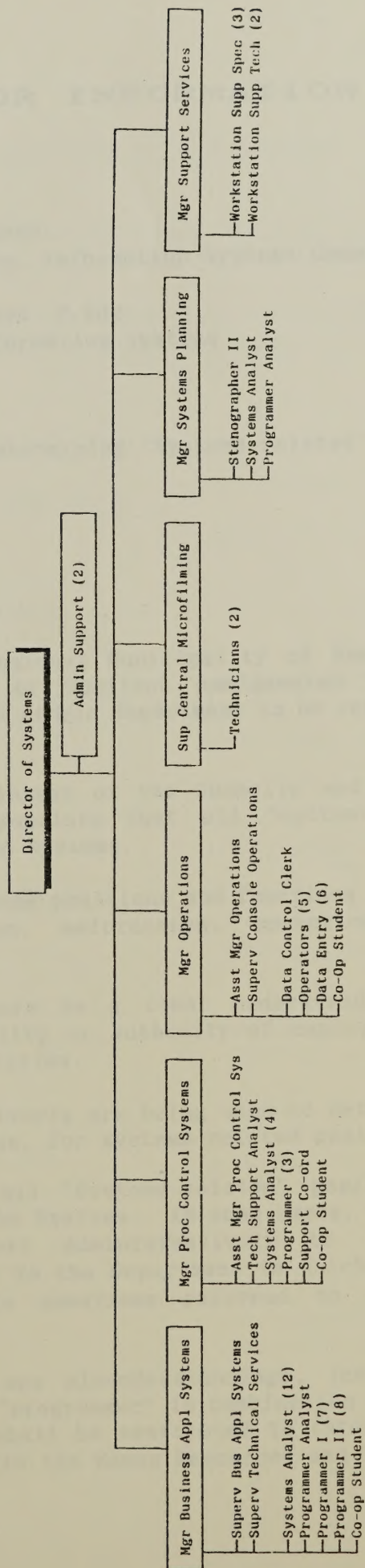
It is recommended that 13 positions be eliminated via attrition and that 13 positions be established to implement the new organizational structure. In order to provide appropriate remuneration levels for support staff in the new organization, it is recommended that three support staff be reclassified.

There are "Systems-related" positions in other Departments whose main functions may be related to the functions of Information Systems. In some cases the staff involved also have Departmental responsibilities.

It is appropriate that the status of these positions be dealt with on an individual basis in consultation with the respective Department Head. Where the staff function or functions are systems-related, the staff and/or funding base should be transferred to Information Systems. This consultation process is currently under way.

It is recommended that these positions be resolved on an individual basis and that the Director of Information Systems report back to the Committee in connection with the completion of the 1989 Current budget estimates.

Human Resources has agreed in principle to reserve the terms "systems", "consultant", "programmer" in combination with the term "analyst" or any combination thereof, in order to avoid any confusion or misunderstanding as to position responsibilities and duties.



10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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1. The first step in the process of the project is to identify the problem and the objectives of the study.

2. The second step is to design the study and collect data.
3. The third step is to analyze the data and draw conclusions.
4. The fourth step is to report the results of the study.
5. The fifth step is to evaluate the study and its findings.
6. The sixth step is to disseminate the results of the study.

The purpose of this study is to investigate the relationship between the variables X and Y. The study is designed to be a quantitative study and will involve the collection of data from a sample of the population.

The study will be conducted in a controlled environment and will involve the use of a standardized instrument to measure the variables X and Y. The data will be analyzed using statistical methods and the results will be reported in a research paper.

The study is expected to contribute to the understanding of the relationship between X and Y and to provide a basis for further research in this area.

The study is expected to be completed within a period of six months and the results will be disseminated through a research paper and a presentation at a conference.

The study is expected to be a valuable contribution to the field of research and to provide a basis for further research in this area.

The study is expected to be a valuable contribution to the field of research and to provide a basis for further research in this area.

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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3.

FOR INFORMATION

REPORT TO: Mr. J. D. Thompson
Acting secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1988 October 20

COMM FILE:

DEPT FILE: 88.002

SUBJECT: Criteria for determining "Systems-related" positions

BACKGROUND:

In October of 1987 The Regional Municipality of Hamilton Wentworth and the Corporation of the City of Hamilton amalgamated their Systems and Data Processing functions into a single department to be referred to as "Information Systems".

In order to achieve the intent of the Councils and maintain the integrated systems role, it is appropriate that all "systems-related" functions are administered by Information Systems.

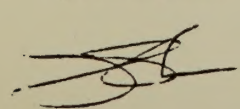
The accountability of Systems positions and functions is vital to the continued development, co-ordination, maintenance, operation and back-up of all information systems.

It is important that there be a clear understanding about the reporting relationships, responsibility or authority of employees with Systems-related responsibilities and job titles.

Therefore the attached criteria are being used to determine the job functions, and reporting relationships, for systems-related positions.

It is recommended that all "Systems-related" positions report to, and be remunerated by, Information Systems. In some cases, where conditions warrant, systems staff may report Administratively to Information Systems but functionally (day to day) to the Department to which the Systems employee has been assigned. This is sometimes referred to as a "matrix" reporting relationship.

To avoid confusion and any misunderstandings, job titles using the terms "systems", "consultant", "programmer" in combination with the term "analyst" or any combination thereof shall be restricted to Information Systems. We have discussed this concept with the Human Resources and have received agreement in principle.



1988 October 17

CRITERIA FOR I/S POSITIONS

The left column represents the types of duties and responsibilities associated with a Systems Analyst type of position reporting to Information systems.

The column on the right represents the types of duties and responsibilities that refer to Co-ordinating or Project Management functions that may be performed by persons employed directly by the User Department.

INFORMATION SYSTEMS

DEPARTMENT

SYSTEMS ANALYST

CO-ORDINATOR

- * Analysis of User needs to develop Conceptual Systems design.
- * Develops detailed design that represents the most efficient and effective use of software and hardware resources.
- * Works closely with Project Manager and co-ordinates the technical project team.
- * Develop procedures and operational instructions for Systems.
- * Develops the sequenced system test plan and arranges for user involvement.
- * Co-ordinates systems, operations and user staff training and ensures that system documentation is complete.
- * Has responsibility for authorizing moving Systems to the "Production" environment.

- * Assesses Department Information needs and initiates approval from Department Management
- * Serves as a sponsor Department (User) Project Manager for projects with Information Systems.
- * Assists with the evaluation of "turn-key" systems that may be of value to the operations of the Department.
- * Co-ordinates the training for staff and ensures that the necessary User documentation is complete and accurate.
- * Work flow simplification and methods at Department level.
- * Review of business needs and creation of "needs" statements.
- * Research and development of mathematical models related to the Department's functions.

1988 October 17

CRITERIA FOR I/S POSITIONS

The left column represents the types of duties and responsibilities associated with a Programming type of position reporting to Information systems.

The column on the right represents the types of duties and responsibilities that refer to Super User functions that may be performed by persons employed directly by the User Department.

INFORMATION SYSTEMS

PROGRAMMER

- * Reviews systems specifications as provided by Systems Analyst.
- * Recommends enhancements to integrity or performance of systems.
- * Plans analyzes and develops programming solutions.
- * Prepares diagrams, flow charts, record layouts, instructions and documentation.
- * Prepares, implements and reviews systems test plan and material and resolves problems as they are identified.
- * Prepares utility programs as required for each system.
- * Establishes and works to Project schedules.

DEPARTMENT

"SUPER-USER"

- * Extends use of approved Personal computing tools for Department's functions.
- * Uses specific tools or report generators that produce reports or analysis related to the User's job functions.
- * Assists other Department Users with the use of End-User reporting tools.
- * Does not create interfaces with other Departmental or Corporate Information Systems.

APPENDIX A - SUMMARY OF FINDINGS

The following table provides a summary of the findings of the research project. The findings are organized into three main categories: (1) the impact of the intervention on the dependent variable, (2) the impact of the intervention on the independent variable, and (3) the impact of the intervention on the mediating variable. The findings are presented in a table format, with the first column listing the category, the second column listing the finding, and the third column listing the statistical significance.

Category	Finding	Significance
Impact on Dependent Variable	The intervention had a significant positive impact on the dependent variable.	p < .05
Impact on Independent Variable	The intervention had a significant positive impact on the independent variable.	p < .05
Impact on Mediating Variable	The intervention had a significant positive impact on the mediating variable.	p < .05
Impact on Dependent Variable	The intervention had a significant positive impact on the dependent variable.	p < .05
Impact on Independent Variable	The intervention had a significant positive impact on the independent variable.	p < .05
Impact on Mediating Variable	The intervention had a significant positive impact on the mediating variable.	p < .05
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Impact on Mediating Variable	The intervention had a significant positive impact on the mediating variable.	p < .05
Impact on Dependent Variable	The intervention had a significant positive impact on the dependent variable.	p < .05

4.

FOR ACTION

REPORT TO: Mr. J. D. Thompson
Acting secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1988 October 20
COMM FILE:
DEPT FILE: 88.004

SUBJECT: Capital Funding 1988-1992 - Information Systems

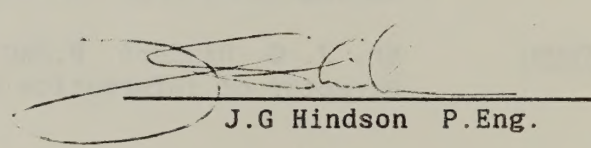
RECOMMENDATION:

- 1) The City of Hamilton Executive Committee be requested to reduce the Capital Budget by the following amounts as they pertain to current estimates for Capital expenditures for Systems and Data Processing.

1988 \$ 300 000 reduction, (Computer environment improvements)

- 2) The following recommendations be forwarded to the City Executive Committee:
 - a) That the Computer Environment Improvements Project be proceeded with at the (reduced) gross cost of \$ 50 000 as included in the 1988 portion of the 1988-1992 Capital Budget as Project # 38306.
 - b) That the Computer Software Project be proceeded with at an estimated gross cost of \$ 125 000 as included in the 1988 portion of the 1988-1992 Capital Budget as Project # 38305.
 - c) That the last portion of the Database/4th Generation Language Project be proceeded with at an estimated gross cost of \$ 150 000 as included in the 1988 portion of the 1988-1992 Capital Budget as Project # 38295.

- d) That the Treasurer be requested to recommend the method of financing to the Executive Committee.



J.G Hindson P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The City Capital Budget will be reduced by \$ 300,000.

BACKGROUND:

One of the objectives of the Information Systems is to rationalize systems requirements in terms of hardware, software and employee resources to provide Information Systems Services to the Region and City.

In preparation for the 1989-1993 Capital budget submissions, a review of current City Capital funds availability has been performed. A review of Regional Capital funding is currently in progress.

It is recommended that some funds be released from commitment as being no longer required.

- 1) Funds for Computer environment improvements (\$300 000 of \$350 000).

These funds were established in the Capital budget to address computer environment concerns associated with protecting the capability of the system should a disaster occur. In view of the amalgamation of the Systems functions, an alternative plan can be developed to utilize processing capabilities that can be made available in a reasonable period of time at another of the available sites.

This alternative reduces the urgency of this expenditure and will reduce the requirement by \$300 000. The remaining amount (\$50 000) will be used to provide for a reusable and relocateable raised floor for the computer equipment, and other short-term security and environment improvements.

2) 1988 Computer Software (Project # 38305)

The 1988 Capital budget includes a provision of \$ 125 000 for Computer software to develop and maintain User systems. It is recommended that the Executive Committee be requested to approve the transfer to the appropriate works in progress account.

3) 1988 portion of DataBase/4th Generation Language Study

At its meeting 1986 August 26th, Council approved the initial funding of \$400,000 for the Database/4th generation language Project. A Council approved Study (1987 May 12th) is currently underway which will result in recommendations regarding appropriate Database and 4th generation language software. This study is expected to be completed next month. The 1988 (last year) funding of \$150,000 for this Project should be approved to permit implementation. All expenditures will be subject to the recommendations arising from the Study being approved by Council.

21. The Commission has received information from the Government of the Republic of the Congo that the Government is planning to establish a Commission of Enquiry into the activities of the Organisation for the Propagation of the Christian Religion in Africa (O.P.C.R.A.) in the Congo.

The Commission has also received information from the Government of the Republic of the Congo that the Government is planning to establish a Commission of Enquiry into the activities of the Organisation for the Propagation of the Christian Religion in Africa (O.P.C.R.A.) in the Congo.

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At its meeting on 19th March 1968, the Commission discussed the information received from the Government of the Republic of the Congo and decided to continue its work on this matter. The Commission has also decided to continue its work on the activities of the Organisation for the Propagation of the Christian Religion in Africa (O.P.C.R.A.) in the Congo.

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5.

FOR INFORMATION

REPORT TO: Mr. J. D. Thompson
Acting secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1988 October 18

COMM FILE:

DEPT FILE: 88.003

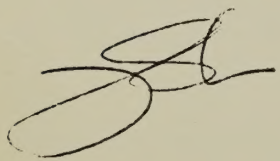
SUBJECT: Information Systems - Letterhead & security badges.

BACKGROUND:

Attached for the information of the Committee, are samples of the interim letterhead, and identification badges for Information Systems.

The intent of the design is to reflect the scope and cooperative nature of the Information Systems function.

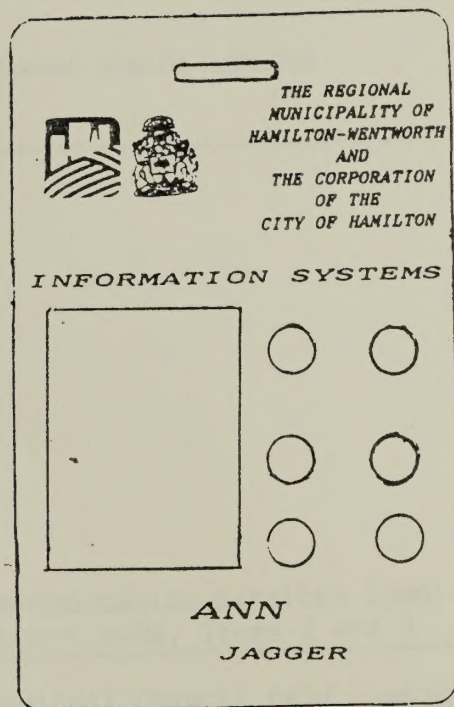
(Attach)





INFORMATION SYSTEMS

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND THE CORPORATION OF THE CITY OF HAMILTON
110 KING STREET WEST, 3RD FLOOR, P.O. BOX 910, HAMILTON, ONTARIO, L8N 3V9
(416) 577-8014/526-4583



THE REGIONAL
MUNICIPALITY OF
HAMILTON-WENTWORTH
AND
THE CORPORATION
OF THE
CITY OF HAMILTON

INFORMATION SYSTEMS

ANN
JAGGER

- BOLD & LARGE
TYPEFACE

- number of dots
+ colours

- both centered

Form with fields and checkboxes:

NAME OF THE PERSON:

DATE OF BIRTH:

SEX:

RELIGION:

EDUCATION:

PROFESSION:

RESIDENCE:

STATUS:

REMARKS:

Signature:

Stamp:



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
Office of the Clerk 526-4140

P.O. Box 910, Hamilton, Ontario L8N 3V9

6.

August 19, 1988

Refer to File
Attention of
Your File No.

Mr. John Thompson
Legislative Assistant
City Clerk's Department
Hamilton City Hall

Dear Mr. Thompson:

Re: Transportation Services Committee
Report 8-88, Items 2 and 3

At the regular meeting of Regional Council held Tuesday, August 16, 1988 the following items were forwarded to the Information Systems Committee for information:

2. AVLC Review Study/TICCS(Transit Information Communication and Control System)(TRA 88-076)

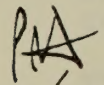
That the Commissioner of Transportation be authorized to issue a purchase order for an AVLC Review Study to M.M. Dillon for the total amount of \$50,000.

3. TICCS Project:Digital Equipment Corp. (TRA 88-077)

That the Commissioner of Transportation be authorized to issue a purchase order to Digital Equipment Corporation for the supply of one VAX 8350 system at a net cost of \$128,758 to be charged to accounts 0113-199 (\$75,000), 0113-132 (\$30,000) and 2719-104 (\$23,758).

Kindly ensure these items appear on the appropriate agenda.

Yours truly,


P. Noe Jonnson
Clerk

PNJ/st
Attach. #3, #4

cc: H. Schweinbenz



July 28, 1988

Memorandum TRA 88-076

To the Chairman and Members of
The Transportation Services Committee

Re: AVLK Review Study

Origin:

As part of the Automated Vehicle Location (AVLC) project which HSR is implementing, a Review Study will be conducted to assess the effectiveness of the implementation plan in meeting the stated objectives.

Background:

As a part of an integrated Transit Information Communication and Control System project (TICCS) which was initiated in 1984, Hamilton Street Railway is implementing an Automated Vehicle Location System (AVLC). AVLC is used by controllers for centralized route supervision. It provides the following functions:

- 2-way digital radio communication with all vehicles
- real-time updates of actual position
- monitoring of schedule adherence and
- mobile assignment of operators to buses
- prioritization of incoming calls and incidents

This information is intended to provide controllers with an overview of the entire fleet or individual routes and more detailed information about specific problem areas, thus allowing controllers to respond to problems and improve service.

The main objectives of the AVLC project are:

1. To improve the safety, security and general welfare of bus operators and passengers. This includes immediate response to life-threatening situations via the silent alarm and generally improved radio communications.

continued...



Page 2

2. To provide operations with the ability to react immediately to service problems as they arise throughout HSR's area of operation. This includes passenger loading problems, incidents such as accidents, traffic congestion, fires, etc.
3. To provide planning and operations staff with the information necessary to refine schedules to improve operating conditions and service. This includes running times, frequencies, layover times, etc.
4. To improve the adherence to schedule. This will be accomplished by providing the operator with a continuously updated indication of his schedule adherence and by providing the controller with incident information for significant deviations from schedule.
5. To provide the information necessary to improve the utilization of services. This includes the information required to justify reducing or increasing the number of buses needed to provide a service, interlining, etc.
6. To improve the information available to passengers. This includes timely, accurate information about service disruptions and real-time anticipated arrival time (as opposed to scheduled arrival times).
7. To provide data collections for planning and management decision-making.
8. To reduce the volume of traffic on the voice radio channels by using data communications for much of the base communication requirements (such as operator log-ons). This will allow controllers to handle a higher volume of communications with the existing frequency spectrum allotment.

Request for Proposal

A Request for Proposal was issued June 22, 1988. Submissions were received until July 8, 1988. A total of 3 submissions were received.

continued...



Page 3

Analysis

Submissions from consultants were evaluated by members of the AVLK Review Steering Committee in an effort to select the proposal which best met the RFP requirements. Figure 1 shows a brief summary of the proposals received.

Figure 1

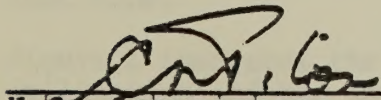
<u>Consultant</u>	<u>Cost</u>
M.M. Dillon	\$50,000
IBI Group	\$60,000
Delcan	\$58,000

The total contribution from the Region is 25 percent of the total amount for \$12,500 with the remaining contribution provided by the Ministry of Transportation. This is provided for in the 1988 approved capital budget (account 0113-143)

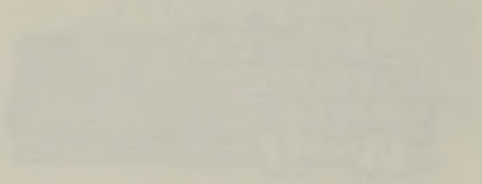
Recommendations:

1. That the Commissioner of Transportation be authorized to issue a purchase order for an AVLK Review Study to M.M. Dillon for the total amount of \$50,000.
2. That this report be forwarded to the Information Systems Committee for information.

Respectfully submitted,


for H.G. Schweinbenz
Commissioner of Transportation

PM/st



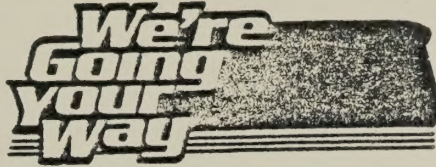
Page 1

1. The purpose of this document is to provide information regarding the proposed project. The project is a new development in the area of [illegible] and is expected to be completed by [illegible]. The project will involve the construction of [illegible] and the installation of [illegible]. The project is expected to have a positive impact on the local economy and the environment.

2. The project is expected to have a positive impact on the local economy and the environment. The project will create new jobs and increase the tax base. The project will also improve the infrastructure of the area and provide better access to services. The project is expected to be completed by [illegible] and will have a positive impact on the local economy and the environment.

3. The project is expected to have a positive impact on the local economy and the environment. The project will create new jobs and increase the tax base. The project will also improve the infrastructure of the area and provide better access to services. The project is expected to be completed by [illegible] and will have a positive impact on the local economy and the environment.


[illegible]
[illegible]
[illegible]



July 28, 1988

A

Memorandum TRA-88-077

To the Chairman and Members of the Transportation Services Committee

RE: LAST PHASE OF COMPUTER UPGRADE

Origin

In 1984, Hamilton Street Railway entered an agreement to participate in the TICCS project. Now, in 1988, two large components of this project, AVLIC and TOS, are being installed and the projected additional computer processing speed is now required.

Background

AVLC and TOS

On July 5, 1988, the basic AVLIC software and the Dispatch component of TOS were implemented at HSR. AVLIC is the acronym for Automated Vehicle Location and Control. TOS is the acronym for Transit Operations System.

In 1985, a detailed analysis of computer resource requirements needed to complete the TICCS projects was completed and approved by the Ministry of Transportation. This analysis forecasted that an additional computer would be required to handle the polling and radio communications functions of AVLIC. The funds for this additional capacity have been included in the capital budget since that time.

Figure 1 indicates the measured effect of these systems on cpu utilization and the anticipated effect of further AVLIC and TOS implementations planned for 1988.

Analysis

CPU Selection

To accomodate this additional processor load, additional cpu speed is required. The structure of the HSR VAX cluster simplifies such an upgrade. After analysis of the options, the best upgrade option involves replacing two older, outdated VAX 11/750s with one larger cpu, a VAX 8350. This provides several benefits:

1. a 70 % increase in processor speed over the 11/750s as measured in MIPS (millions of instructions per second).
2. a reduction on general cluster overhead of about 20%. This is expected to increase the effective processing speed of the 8350.
3. an increase of 16 Mb of memory over the 11/750s, thereby increasing the effective speed of the 8350.
4. a reduction in hardware maintenance costs of \$ 25,296 during the first 12 months and \$ 12,000 per year thereafter.

The resultant effect of this upgrade is indicated in figure 1.

Supplier

To run existing software, the new processor must be a VAX. At present, only one vendor can provide a cluster-compatible VAX of this size — Digital Equipment Corporation.

Cost

The total cost of this upgrade, including trade-in credits is \$128,758, if delivered Sept 19, 1988. Details are in figure 2. The timing of this is very appropriate because Digital has offered a significant saving (in the form of a larger than normal 11/750 trade-in credit) for new systems scheduled for delivery prior to Sept 20, 1988. We have surveyed the used computer marketplace and have confirmed that these trade-in credits are well in excess of normal trade-in values for these machines.

Budget

The budget allocated to this project is as follows:

TICCS Phase 4	(1988 capital)	\$75,000	(75% subsidy)
RIS CPU Upgrade	(1988 capital)	\$30,000	(75% subsidy)
Hardware maint.	(year 1 saving)	\$23,758	(20% subsidy)

Total budget \$128,758

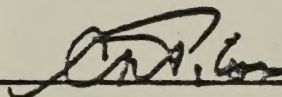
The total contribution from the Region is \$44,007 with the remaining contribution provided by the Ministry of Transportation.

Recommendation

1. That the Commissioner of Transportation be authorized to issue a purchase order to Digital Equipment Corporation for the supply of one VAX 8350 system at a net cost of \$128,758 to be charged to accounts 0113-199 (\$75,000), 0113-132 (\$30,000) and 2719-104 (\$23,758).

2. That this report be received and forwarded to the Information Systems Committee for information.

Respectfully submitted,



for H. O. Schweinbenz
Commissioner of Transportation

Upgrade Cost

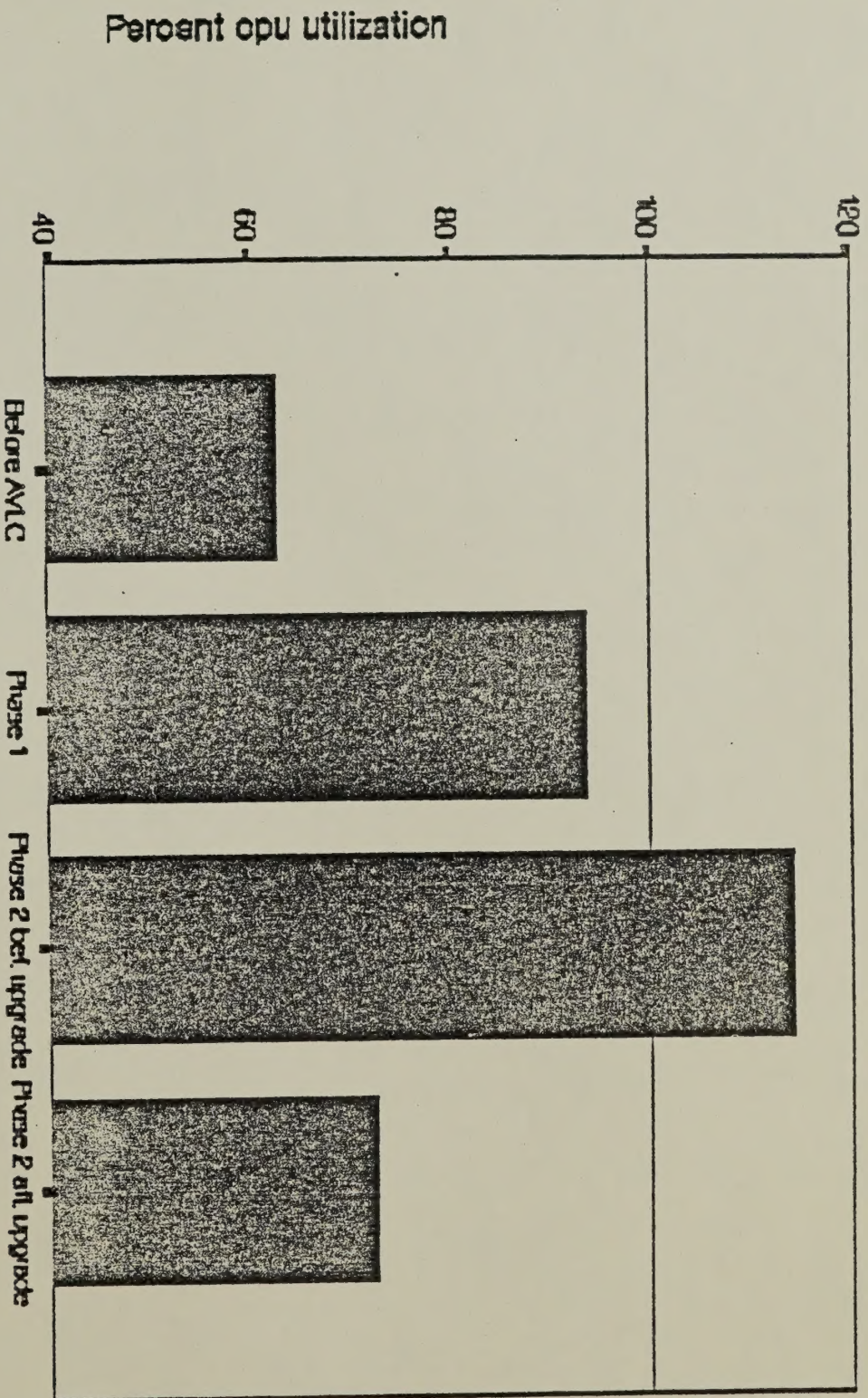
Description Cost Comments

1	VAX 8350 system	\$128,371	- includes insurance
2	BI to Unibus interface	9,825	- allows use of existing Unibus devices.
3	TA78 upgrade	24,562	- allows use of existing tape drive
4	HSR discount	(2,000)	
5	VAX 11/750s trade-in	(22,000)	
6	CI 750s trade-in	(3,000)	
7	RH 750s trade-in	(1,000)	
8	750 Dataram memory trade-in	(1,000)	
9	RM-80 disk drive trade-in	(2,000)	
10	DEUNA Ethernet int. trade-in	(3,000)	

Net Cost \$128,758

Figure 2

Average cpu utilization -- AVLIC System



AVLIC Project Implementation Status

Figure 1



Figure 1: Performance of the VRC System



INFORMATION SYSTEMS



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
110 KING STREET WEST, 3RD FLOOR, P.O. BOX 910, HAMILTON, ONTARIO L8N 3V9
(416) 577-6014 / 526-4563

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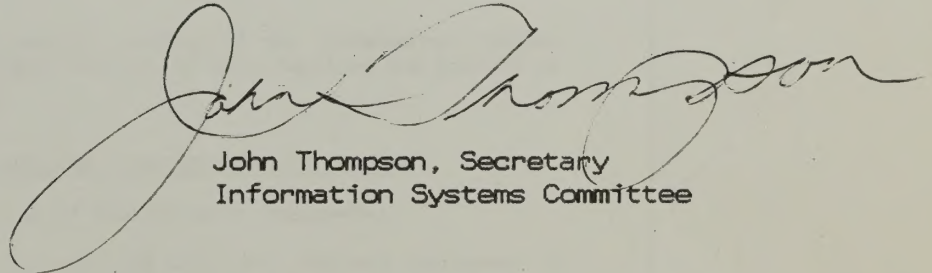
APR 19 1989

GOVERNMENT DOCUMENTS

INFORMATION SYSTEMS COMMITTEE

Thursday, 1989 April 20
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

CA30NHWA05
IS



John Thompson, Secretary
Information Systems Committee

JT:mjw

A G E N D A

1. Approval of the minutes of the regular meeting held 1989
March 23.
2. SCOTT COMPUTER LEASING - AMENDMENT FOR MAINFRAME COMPUTER UPGRADE
3. COMPUTER WORKSTATION FURNITURE PROJECT
4. NEW BUSINESS
5. ADJOURNMENT

Thursday, 1989 March 23
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

The Information Systems Committee met.

There were present: Chairman (Alderman) J. Gallagher
Councillor S. Napper, Vice-Chairman
Mr. R. Whynott, Regional Chairman
Alderman M Kiss
Alderman G. Copps

Absent with Regrets: Councillor A. Sloat, Illness

Also present: Mr. J. Hindson, Director of Information Systems
Mr. K. Beattie, Budget Analyst
City of Hamilton
John Thompson, Secretary

1. MINUTES

The minutes of the last regular meeting of the Information Systems Committee held Thursday, 1989 February 23 were received and adopted as circulated to the members.

2. CORRESPONDENCE REGARDING EMPLOYEE COMPUTER LITERACY PROGRAM

The Committee received copies of the following documents:

- (a) Petitions signed by over 134 City and Regional Employees in support of an Employee Computer Literacy Program.

The Chairman noted that additional petitions have been received since the distribution of the Committee agenda.
- (b) Memorandum from Mr. J. G. Hindson, Director of Information Systems regarding Computer Literacy Training costs.
- (c) Legal opinion retained from Lee A. Pinelli of the law firm of Evans Philip by the Region regarding the Employee Purchase Program.
- (d) Legal opinion retained from Mr. Rust D'Eye of the law firm of Weir and Foulds by the City.
- (e) Copy of report of the Regional Municipality of Halton regarding the Employee Purchase/Payment Plan for personal computers.
- (f) Proposal for the purchase of personal computers by the Employees of the Regional Municipality of Halton.

3. UNFINISHED BUSINESS - EMPLOYEE COMPUTER LITERACY INCENTIVE PROGRAM

The Committee had before it once again a copy of the report of Mr. J. G. Hindson, Director of Information Systems dated 1988 December 29 containing recommendations for the implementation of the Employee Computer Literacy Incentive Program. Following discussion, it was moved by Alderman Copps, seconded by Alderman Kiss and carried that the following recommendations as outlined in Mr. Hindson's report of 1988 December 29 be forwarded to City and Regional Councils for approval.

- (a) That employees of the Corporation of the City of Hamilton and the Regional Municipality of Hamilton-Wentworth be permitted and encouraged to purchase their own microcomputer equipment similar to equipment currently used by the Corporation of the City of Hamilton.
- (b) That Information Systems develop a specification in consultation with the Employee Computer User groups for the bulk purchase of microcomputer equipment suitable for an employee purchase program.
- (c) That Information Systems establish a "library" for lending software to employees for training purposes only.
- (d) That, for the Employee Computer Literacy Program, the purchasing policy which prohibits personal purchases being made for employees and elected representatives, be waived.
- (e) That the financing for bulk purchases and arrangements for employee repayment with interest be referred to the Finance Committees of the Regional Municipality of Hamilton-Wentworth and the City of Hamilton for the method of financing to be followed.

4. 1989 CURRENT BUDGET ESTIMATES AND RANKED PACKAGES

The Committee was in receipt of a memorandum from Mr. E. C. Matthews, City Treasurer dated 1989 March 15 advising that at the City Council meeting of 1989 March 10, Council referred the Ranked Packages to the Standing Committee for its further consideration. Attached to Mr. Matthews' report was Exhibit "A" which summarizes the reviewed expenditure estimates for the Information Systems Committee. Presently, the expenditure increase is 7.3% of the 1988 Estimate. Included in this 7.3% are the Ranked Packages which have been summarized on Exhibit "B".

Although no direction was provided by City Council relative to a targeted mill rate increase, it was clear that the 10.3% mill rate increase is not acceptable. There was an indication that a 9.5% level might be realistic. With this in mind, Mr. Matthews is recommending a 9.4% mill rate increase which would be achieved by not funding those packages ranked between 91 and 151 of the Global Ranked Packages which were presented to City Council 1989 March 10.

Following consideration, the Committee agreed to reduce the City of Hamilton portion of the budget of the Information Systems Committee by a further \$8 110 by eliminating Packages Nos. 5 and 6.

5. PRESENTATION BY DIRECTOR OF INFORMATION SYSTEMS REGARDING
RATIONALIZATION OF RESOURCES

The Committee received a short presentation on computer operation systems and standards.

6. REPLACEMENT OF OBSOLETE TERMINALS - VARIOUS REGIONAL DEPARTMENTS

As outlined in a report of the Director of Information Systems dated 1989 March 10, the Committee approved that quotations be obtained for the replacement of obsolete Telex 278 series terminals.

7. MAINTENANCE MANAGEMENT SYSTEMS, PROJECT INITIATION AND MANAGER

The Committee received a report from the Director of Information Systems dated 1989 March 10 advising that the Regional Engineering Department and the City Public Works and Traffic Departments will be jointly co-ordinating the design and implementation of the replacement of the Maintenance Management System.

Mr. Bob Mulholland of the Regional Engineering Department will be the Project Manager.

8. STATUS OF INFORMATION SYSTEMS SERVICES TO BE AVAILABLE AT
FAIRCLOUGH BUILDING

The Committee received a report from the Director of Information Systems dated 1989 March 10 advising that as part of the relocation plan, some of the Information Systems staff currently at the Robert Thompson Building and City Hall are being relocated to the Ellen Fairclough Building. The objectives of the arrangement of offices at the Fairclough Building are to provide for closer contact with the Regional departments, improved support and training facilities and to make the best possible use of the available space. The proposed relocation will occur in the early part of April.

9. REQUEST FOR PROPOSALS FOR MICROCOMPUTER WORKSTATIONS AND PRINTERS

The Committee received a report of the Director of Information Systems dated 1989 March 10 advising that the 1989 Request for Proposals for Workstations, Printers and related devices has been sent out to suppliers.

It is expected that recommendations concerning the 1989 suppliers will be ready for the April meeting of the Information Systems Committee.

The meeting then adjourned.

Taken as read and approved,

COUNCILLOR J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

John Thompson, Secretary
1989 March 23

Typed by M. J. Walton

FOR ACTION

2.

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1989 April 12

COMM FILE:

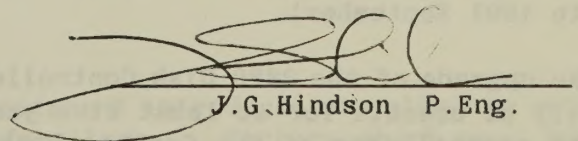
DEPT FILE: 89.112

SUBJECT: Scott Computer Leasing - Amendment for Mainframe
computer upgrade.

RECOMMENDATION:

- 1) The existing lease between the City of Hamilton (current expiry 1990 June 30) and Scott Computer Leasing of Mississauga be amended to provide for the upgrading:
 - a) from the IBM 4381 CPU (Central Processing Unit) Model Q13 to Model S92 effective 1989 July 1 at a cost of \$ 25,005 per month and the lease term be extended from 1990 June 30 to 1991 September 30th.
 - b) from the IBM 3880 Disk Communications controller to an IBM 3990 Model G03 effective 1989 July 1 for 60 months at a cost of \$ 4,760 per month.
- 2) The leasing agreement amendments be in a form satisfactory to the Solicitor of the City of Hamilton. (The City of Hamilton is the Lessee.)
- 3) These recommendations be forwarded to Regional Council for information.

NOTE: Funds have been provided for in Account CH-56605-26020 (leasing).


J.G.Hindson P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Funds are provided in Leasing Account # CH-56605-26020

BACKGROUND

Information Systems currently uses an IBM 4381 Model Q13 mainframe computer for all major Business System Applications.

A review of current computer utilization has indicated that the CPU (Central Processing Unit) is operating above its rated capacity. Peak 15 minute periods of activity are indicating 95% and higher utilization of the Central Processing Unit and over 100 disk enquiries per second. At these demand levels, performance drops dramatically as the CPU has insufficient speed and memory to process requests and execute programs.

Terminal response time rapidly increases from the accepted standard of less than 3 seconds to up to 90 seconds or greater.

The disk controller is also over capacity and would not be able to retrieve data and programs quickly enough to match the required central processor performance.

This increased processing requirement was expected as major replacement and new systems go "on-line" and users have direct access to information.

The approved 1989 Budget includes provision for a mainframe computer upgrade to increase speed and memory and to balance CPU speed with disk (computer file storage) access speeds.

In order to provide for the flexibility to accommodate any necessary computer upgrades of major components during the term of a computer lease, the existing lease (with Scott Computer Leasing) provides for "upgrade without penalty". This provision ensures that the Lessee of the equipment pays the additional monthly cost for processing power or features only with no additional payments or "penalty" for altering the original equipment configuration.

The objective in this case, is to acquire the use of additional processing power and capability, within the terms and conditions of the current lease agreement.

Based on current projections and assessments, upgrading the CPU (Central Processing Unit) to a model S92 should be adequate to handle Business Applications Systems to the fall of 1991. Therefore an extension of the lease by 15 months is recommended to provide for the power required during this period (to 1991 September).

The upgrade of the 3880 Disk Controller to a 3990 represents new technology that will be useable for at least five years and is necessary to be in balance with the capabilities of the Central Processor. This technology includes features which significantly reduce data access times and disk access "arm" activity. It is therefore recommended that the disk controller be leased over a 60 month period.

c.c. Mr. T. Bradley, Manager of Purchasing
Mr. R. Roszell, Solicitor

FOR ACTION

3.

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

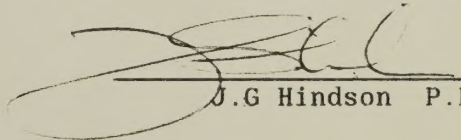
FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1989 April 9
COMM FILE:
DEPT FILE: 89.113

SUBJECT: Computer Workstation Furniture Project

RECOMMENDATION:

- 1) The Information Systems Committee recommend to the City of Hamilton Coordinating Committee that the Workstation Furniture Project be proceeded with at an estimated gross cost of \$ 75,000 as provided for in the 1989 portion of the 1989-1992 Capital Budget, Page No. A5
- 2) The Treasurer of the City of Hamilton be requested to recommend to the Coordinating Committee the source of funds for this Capital Project.
- 3) These recommendations be forwarded to the Region for information.


J.G Hindson P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Funds are provided in the approved 1989 Capital Budget.

BACKGROUND:

The introduction of computer terminals and equipment introduces new elements and factors in the selection of "workstation" furniture. Factors which must be considered in this new working environment are: distance from the operator's eye to the terminal screen, viewing angle, lighting, glare, keyboard height and back support.

In addition to these Health and Safety requirements related to strength of the support furniture and electric cabling should be considered.

In 1987, with few exceptions, the Computer workstations at Hamilton City Hall were on existing furniture, inappropriate for use for workstations for a variety

of reasons. In most cases there was no provision for the adjustment of keyboard or terminal height, or operator seating position and in some cases, the furniture was too narrow to accommodate the terminal in front of the operator.

Information Systems acts in a coordinating and facilitating role in the development of specifications, recommendations regarding the selection of vendors and installation details.

In 1988 progress was made in correcting this problem for many operators. There are still many Users with inappropriate workstation furniture. A single set of specifications has been developed and is used to help reduce unit acquisition costs.

It is therefore recommended that the 1989 funding for the acquisition of appropriate workstation furniture for various departments be approved.

c.c. Mr. E. C. Matthews, Treasurer, The City of Hamilton

1. The first part of the report deals with the general situation of the country and the progress of the work during the year.

2. The second part of the report deals with the results of the work done during the year and the progress of the work during the year.

3. The third part of the report deals with the results of the work done during the year and the progress of the work during the year.

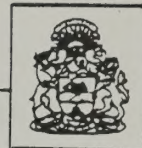
4. The fourth part of the report deals with the results of the work done during the year and the progress of the work during the year.

5. The fifth part of the report deals with the results of the work done during the year and the progress of the work during the year.

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INFORMATION SYSTEMS



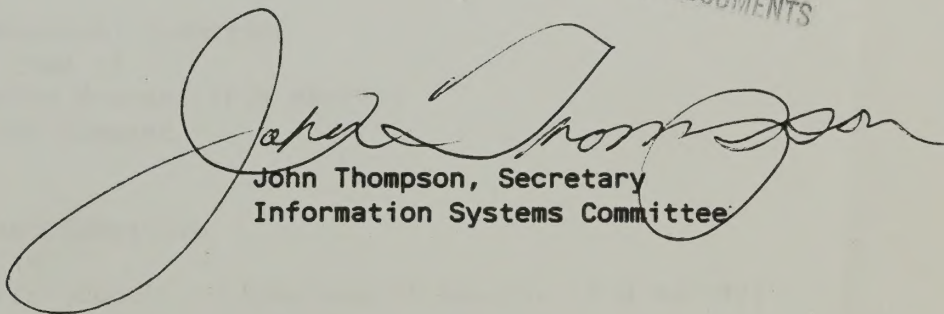
THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO, L8N 4E2
(416)526-4563

1989 October 20

NOTICE OF MEETING

Information Systems Committee
Thursday, 1989 October 26
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

URBAN MUNICIPAL
NOV 1 1989
GOVERNMENT DOCUMENTS


John Thompson, Secretary
Information Systems Committee

JT:mjw

A G E N D A

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(a) Minutes of Information Systems Committee Meeting held 1989 August 24

Recommendation:

Be received and adopted as presented.

(c) Errors or Omissions

(d) Business Arising Out of Minutes

I

2. NEW BUSINESS

- 2.1 Presentation by Director of Information Systems Regarding
1990 - 1992 Systems Development and Maintenance Projects
- 2.2 Acquisition of additional Microcomputer Workstations by City of
Hamilton Departments
- 2.3 Principles regarding provision of 1990 Information Systems Services
and corresponding Budget
- 2.4 Finance and Personnel Committee
Report 11-89, Item 12
1990 Grant Review Process (FIN 89-171)
Circularized for Comment

3. Information Item

Finance and Personnel Committee
Report 12-89, Item 16
Systems Development/Productivity Enhancement Reserve (FIN 89-177)

4. Notices Re: Motions

5. Other Business

6. Questions of the Day/Announcements

7. Adjournment

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Thursday, 1989 August 24
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

1(a)

The Information Systems Committee met:

There were present: Mr. R. Whynott, Regional Chairman
Chairman (Alderman) J. Gallagher
Councillor A. Sloat
Councillor S. Napper
Alderman M. Kiss

Absent with Regrets: Alderman G. Copps

Also present: Mr. J. Hindson, Director, Information Systems
Mr. Steve Cowell, Information Systems
John Thompson, Secretary

1. MINUTES

The minutes of the last regular meeting of the Information Systems Committee held 1989 June 22 were received and adopted as circulated to the Members.

Adoption of Minutes

2. PRODUCTIVITY AND INFORMATION SYSTEMS

The Committee received a presentation by Mr. J. G. Hindson, Director of Information Systems, on productivity and technology.

Productivity and Information Systems

The following is a brief summary of the highlights of the presentation:

HOST SYSTEMS

Host Systems

Over 188 major applications - Annual cost: \$4,468,000.
Mr. Hindson explained that the Corporations cannot revert to manual systems for the following reasons:

- (a) processing deadlines
- (b) response to change
- (c) unacceptable service

He pointed out that the HOST Systems are mature, effective, efficient and economical.

OFFICE SYSTEMS

Office Systems

Over 400 users - major applications

- (a) word processing (productivity potential exists)
- (b) spread sheets
- (c) electronic mail
- (d) other

3. COMPUTER SERVICES DISASTER RECOVERY PLANNING

Computer Services Disaster Recovery Planning

Mr. Steve Cowell gave a presentation on the proposed computer services disaster recovery plan.

As outlined in a report from the Director Information Services, dated 1989 August 10, the Committee agreed to submit the following recommendations to City and Regional Councils for approval:

- (a) That Information Systems proceed with the preparation of a Computer Services Disaster Plan using internal staff.
- (b) That Information Systems report back to Committee and Council after completion of Phase 1 (Recovery Strategy) of the Plan.

With respect to the financial implications it was noted that no external resources will be required as the project is being performed using current staff and funding.

4. SYSTEMS DEVELOPMENT RESERVE

The Committee was in receipt of a report from the Director of Information Systems dated 1989 August 14 advising that at the 1989 June 14th meeting of the Finance and Personnel Committee the following item was TABLED and referred to staff of Finance and Information Systems:

"That the title of the Systems Development Reserve be changed to Productivity Enhancement Reserve, and the Corporate Policy Manual be amended to reflect this change."

Following consideration, the Committee agreed to recommend to the Finance and Personnel Committee that the title of the Systems Development Reserve be retained.

5. INFORMATION ITEMS

The following items were received for information:

- (a) Transportation Services Committee, Report 6-89, Item 6
Public Schedule Information - Teleridge Sage Ltd. - Information Operators (TRA 89-047)
- (b) Finance and Personnel Committee, Report 9-89, Item 3
Federal and Provincial Budget Impact on Hamilton-Wentworth (FIN 89-118)

6. PILOT PROJECT

The Chairman reported that he and Mr. Hindson intend to discuss the merits of entertaining a proposal to utilize a department such as the Department of Culture and Recreation for a pilot project to examine and study ways and means of enhancing and improving the delivery of service to Council and the public through improved computer technology.

Mr. Hindson agreed to investigate this proposed project further and bring back a report outlining the purpose and objectives of the study.

The meeting then adjourned.

Taken as read and approved.

John Thompson, Secretary
1989 August 24

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

Typed by: B. Carter

FOR ACTION

2.2

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

DATE: 1989 October 13

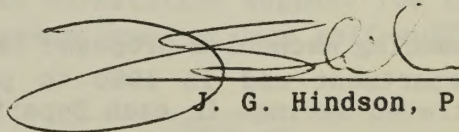
COMM FILE:

DEPT FILE: 89.125

SUBJECT: Acquisition of additional Microcomputer workstations by
City of Hamilton Departments.

RECOMMENDATION:

- 1) That City of Hamilton Departments be authorized to optionally acquire additional computer workstations through reports to their respective Committees of Council and as arranged by Information Systems.
- 2) That for the balance of 1989, the costs for additional workstations be financed from savings in the individual departments.
- 3) That the 1990 and subsequent year's costs, including support servicing, be financed by reductions in the 1990 salary and wage or other accounts for each Department where offsetting savings can be demonstrated.
- 4) That these recommendations be subject to the approval of the Finance Committee.


J. G. Hindson, P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The leasing cost of each microcomputer workstation is in the range of \$1,800 per year. If 50 workstations were acquired, the remaining cost in 1989 would be one month's lease or \$ 7,500 (assuming installation by December 1). The annual cost for 50 units would be \$90,000.

For 1990, each participating Department would be required to provide for the 12 months cost from their respective budgets.

The utilization of additional workstations also has an impact on Support Services and training requirements. One additional Support Technician is required per 80 workstations. These costs will be included in the costs to be recovered.

BACKGROUND:

The utilization of computer technology can be considered as one alternative means of improving productivity, service, and the timeliness and quality of information or any combination thereof.

Microcomputer workstation technology may be considered to improve productivity, service and quality. It is generally accepted that the use of a microcomputer workstation by a trained operator for wordprocessing or spreadsheet work results in a 20% to 30% increase in productivity as well as reduced turnaround time and higher document quality (spelling, grammar and printing).

The Corporation has successfully initiated the use of this technology by financing the acquisition of workstations via the Information Systems Department. However, the current demand for workstations is beyond the current funds available.

In order to ensure long term productivity gains, and to provide for Departmental needs where warranted, it is recommended that future funding be provided from corresponding savings in productivity for existing services. Exceptions may be appropriate to accommodate new services or in cases where external grant funding is available.

Accordingly, the Treasurer and the Director of Systems are taking the initiative of approaching the Finance Committee and Information Systems Committee to obtain approval of these respective Committees regarding the justification for this proposal and the method of financing.

The justification will be addressed by the Information Systems Committee and the method of financing approved by the Finance Committee.

The financing mechanism proposed is to finance the 1989 leasing from savings in each department and in 1990 to provide the twelve month leasing cost from demonstrated savings in each Department.

c.c. Mr. Lou Sage, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer

FOR ACTION

2.3

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

DATE: 1989 October 13

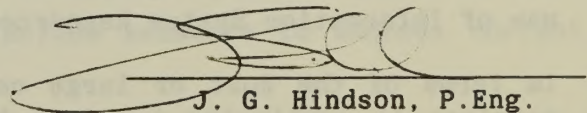
COMM FILE:

DEPT FILE: 89.124

SUBJECT: Principles regarding provision of 1990 Information
Systems services and corresponding Budget.

RECOMMENDATION:

- 1) That the Information Systems Committee endorse the following principles for incorporation in the 1990 Information Systems Budget for consideration by the Information Systems Committee.
 - a) Staff resource needs will first be met by looking for opportunities to rationalize and reallocate existing staff.
 - b) The 1990 budget proposal to include measures to address current service delivery concerns.
 - c) The computer hardware and software standards program be adjusted to suit changed user and industry conditions.
 - d) Measures be included to address workstation support for End Users coupled with a program to encourage greater User self-sufficiency.


J. G. Hindson, P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Final budget will be subject to approval by Information Systems Committee and Region and City of Hamilton Councils.

BACKGROUND:

The Region and City of Hamilton have been aggressively addressing their information needs. In 1989, a number of improvements were made including the major implementation of an on-line Financial information system for the Region and City of Hamilton. However, major requirements such as a implementation of a replacement Property, Realty and Business taxation system and Maintenance Management System need to be addressed if the Corporation is to maintain efficient and effective services.

Industry, on an average, is devoting twice their rate of growth to improvements in information systems functions.

The Region and City of Hamilton have been able to take advantage of a rationalization program to contain costs. Modest cost increases are expected to continue in 1990 while at the same time providing for improved functions and service.

However, there are several identified "pressure points" on information services that will need to be considered in 1990.

One of the next major information systems needs is the implementation of the Property database and replacement Realty and Business Taxation systems. These systems will require significant resources and involvement by staff of most Departments and will take several years to implement.

Resources will also be required for programming the Municipal Activity Cost System (MACS) after the design study has been completed, as well as work anticipated on other major systems or work initiated by legislative changes.

I plan to approach the City of Hamilton Treasurer to determine if alternative methods of providing funding may be available to develop these multi-Department or "Corporate" information Systems.

All of these current, replacement and new systems will continue to impact the use of Information System Resources.

In terms of the Host or large computer systems, increased use of "on-line" services is continuing to place high demands on the CPU (Central Processing Unit) and its connected devices. The CPU processor itself was upgraded in 1989 and according to current projections should be adequate for another 18 months (until mid-1991).

Increased user access to on-line systems will require that the Front-End communications Processor (FEP) be upgraded during 1990. This upgrade will not increase the budget amount required as the existing lease will terminate and the unit can be replaced at equivalent monthly cost. Increased user access is placing significant demand on communications and security requirements and implementation staff resources.

A shortage of Disk Space is anticipated by the second quarter of 1990 as online storage requirements increase. A shortage of tape drive capacity is currently affecting production schedules as jobs regularly wait until tape functions are completed.

Increased data entry by the source Departments and the associated reduced Data entry by Information Systems has already reduced overtime and outside services costs. However, peak load conditions are expected to hamper further reductions in Key Entry resources for at least another year.

The equipment and software rationalization program will continue in 1990 with the phasing out of three additional minicomputers and one host computer. The replacement of the EMail system will represent a particular challenge to resources and training staff.

Hardware and software standards have resulted in lower costs than would otherwise have been incurred and the standards program should continue with adjustments for changes in User needs and industry standards.

In terms of Office Systems, the Regional and City of Hamilton Departments are using this type of technology for productivity and service gains. Additional emphasis on support resources, coupled with greater user self-sufficiency could increase productivity opportunities and also enable the redirection of available resources to advanced training functions.

The 1990 Budget is currently being formulated to address the above issues. The objective is to meet changed needs and conditions by a set of principles that emphasize changes to existing staff and procedures wherever these changes can help to reduce the overall impact of additional service demands through the reallocation of existing resources.

The recommended principles are:

- a) Staff resource needs will first be met by looking for opportunities to rationalize and reallocate existing staff.
- b) The 1990 budget proposal to include measures to address current service delivery concerns.
- c) The computer hardware and software standards program to be adjusted to suit changed user and industry conditions.
- d) Measures be included to address workstation support for End Users coupled with a program to encourage greater User self-sufficiency.

c.c. Mr. W. M. Carson, Chief Administrative Officer
Mr. Lou Sage, Chief Administrative Officer

A summary of the work is given in the report, which is a valuable contribution to the knowledge of the subject. The work is well done and the results are of great interest.

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THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Office of the Clerk
119 King Street West, 15th floor
Hamilton, Ontario

526-4154

P.O. Box 1

2.4

August 18, 1989

Refer to File No.

Attention of

Your file No.

MEMO TO: S. Ghanem G. S. Spencer
 F. Scott J. Schuster
 H. O. Schweinbenz P. Ainsworth
 L. D. Turvey J. Hindson

FROM: D. Beck

SUBJECT: **Finance and Personnel Committee**
 Report 11-89, Item 12
 1990 Grant Review Process (FIN 89-171)

At the regular meeting of Council held on Tuesday, August 15, 1989, the above report was received and recommended that it be circulated to all Standing Committees for their comments.

Kindly ensure that this item appears on the appropriate agenda.

David Beck

:cab.

Encl. - Item 2.12

cc: G. Lawson
M. Giacomelli, Committee Secretary, Economic Development;
Health and Social Services
C. Biggs, Committee Secretary, Transportation Services;
Special Airport; Freeway Steering
J. Ramsay, Acting Secretary, Engineering Services
S. Thompson, Committee Secretary, Legislation and Reception
✓ J. Thompson, Committee Secretary, Information Systems

Item 2.12

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Department of Finance
119 King Street West, 14th floor
Hamilton, Ontario
Fax # (416) 526-8486

Mailing Address:
P.O. Box 910, Hamilton, Ontario
L8N 3V9

Refer to File No.

Attention of

Your File No.

Councillor A. Sloat, Chairman
and Members of Finance and Personnel Committee

July 17, 1989
Finance #FIN 89-171

SUBJECT: 1990 GRANT REVIEW PROCESS

Origin

Each year the policies and procedures for assessing grants to outside bodies are submitted to the Finance and Personnel Committee for review. The major changes for 1990 are the adoption of a Capital Grant Policy and the proposed amendments to the "Sunset Clause" Policy as requested by members of the committees.

Analysis

A. Capital Grants

The 1989-1993 Capital Budget provided \$100,000 for capital grants annually. Subsequent to the approval of the budget, Council adopted a Capital Grant Policy for processing grant requests. The new policy provides organization with specific criteria when applying for financial assistance for capital projects. The new policy has been incorporated into the permissive grant package which is distributed to outside organizations. The attached Appendix "A" outlines the approved Capital Grant Policy.

B. Policies, Procedures and Application Form

Attached is the copy of grant package which is distributed to outside bodies requesting grant assistance. The package contains the Council's policies and procedures for grant assistance and the application form to be completed by the organization. In 1989, the application form was changed to conform with the United Way application. This has proven to be very successful as the majority of organizations can complete one application for financial assistance. The major change in the policies for 1990 is the addition of the Capital Grant Policy.

Councillor A. Sloat, Chairman
and Members of Finance and Personnel Committee

SUBJECT: 1990 GRANT REVIEW PROCESS

- Page 2 -

Analysis (Cont'd)

C. 1990 Grants Process Timetable

Attached (Schedule 1) is the proposed 1990 Grants Process Timetable. The timetable provides for the mailing of applications by August 18, 1989.

D. Proposed "Sunset Clause" Policy

The Committee has requested staff to review the existing Permissive Grant Policy to provide for the implementation of a "Sunset Clause" Policy. A sunset clause is where the level of financial assistance provided to an organization is reduced and/or phased out over a period of time. This policy will provide Committee and Council the opportunity to continually review the services being funded and provide the funding for new services without continually having to increase the Grant Budgets at a pace that has exceeded the annual inflation rate.

The following chart shows the Regional grants have increased at an average rate of 14% per year, over the past 5 years.

	<u>Total</u> (<u>\$</u>)	<u>Increase</u>	<u>No. of</u> <u>Organizations Receiving</u> <u>Grants</u>
1984	1,449,305	-	65
1985	1,501,139	3.6%	68
1986	1,651,047	10.0%	80
1987	1,886,111	14.2%	84
1988	2,190,630	16.2%	98
1989	2,797,731	27.7%	105

The attached Appendix "B" outlines in detail the recommended "Sunset Clause" which, if approved, will be implemented for the 1990 Grant Process.

The proposed policy will provide existing organizations receiving grant funding time to analyze existing level of expenditures and to seek additional sources of funding for services. The main emphasis of the policy is to provide financial assistance to new organizations which are offering a service that will benefit the community. The financial resources available in the Grant Program are limited as the majority of organizations receive an inflationary increase on the previous year's grant or the same level of funding is maintained year over year.

Councillor A. Sloat, Chairman
and Members of Finance and Personnel Committee

SUBJECT: 1990 GRANT REVIEW PROCESS

- Page 3 -

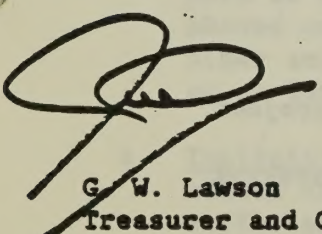
Summary

It is recommended that the report be approved in principle if it meets the objective Finance and Personnel had in mind when directing the level of a "Sunset Clause" Policy, and it be circulated to Standing Committees of Council. Committees are requested to respond to the report by their respective September, 1989, Committee meeting. A report will then be presented to the October, 1989, Finance and Personnel Committee meeting consolidating the recommendations of the Standing Committees.

RECOMMENDATIONS

1. For the consideration of the Finance and Personnel Committee.
2. That this report be circulated to all Standing Committees for their comments.

Respectfully submitted,



G. W. Lawson
Treasurer and Commissioner of Finance

GD/fc
#0138B-30-32

APPENDIX "A"

CAPITAL GRANT POLICY

The criteria for requesting a capital grant are as follows:

Projects which are of a capital expenditure nature may be considered for a one-time grant. The applicant must meet the following criteria:

1. The project must be seen as a benefit to the social and/or cultural life of the people that the organization was created to serve in the community, and this can be demonstrated by the capacity to raise funds through other sources.
2. Request for capital funding exceeding \$10,000 should be made to the Region no less than one year prior to the beginning of the capital project. The request must be accompanied by detailed documentation in support of the request regarding the purpose for which the funding will be used, including details of all other expected funding.
3. The Applicant must:
 - i) complete a prescribed application form
 - ii) present a financial plan which is expected to include a significant level of private and other public funding
 - iii) provide documentation of their capability to meet the additional operating costs resulting from the capital project
 - iv) indicate how the capital project will affect future operating grant requests
4. The maximum funding considered by the Region will not exceed 25% of the project costs for any capital grant request.
5. Approval of the Capital Grant does not commit Regional Council to ongoing annual support grants.

APPENDIX "B"

SUNSET CLAUSE POLICY

The present policy provides a phasing out of the grant should the function of the organization no longer provide a valuable benefit to the community. Also, if an organization has sufficient reserves and/or sources of funding to cover expenditures, the level of grant assistance may be reduced or phased out.

Under the current Council policy organizations receive grants based on the following criteria:

1. Essential Services - these are services that would have to be provided by the Region if the service level was not provided by the organization. Generally, the annual grant is increased by the lesser of the annual inflation rate or the Regional guideline.
2. Important Services - the services provide a benefit to the public, however, are not deemed to be essential. The service provided by the organization, if withdrawn, would not have to be provided by the Region. The level of funding to these organizations is maintained at the same level as the previous year.
3. Low Priority Services - the services provide a benefit to a limited part of the community. Level of funding, via grants, is reduced until phased out. Organizations are requested to supplement funding from other sources. Initially, this level of service would have been rated as an important service to receive grant funding.
4. Ineligible Services - the services do not provide a benefit as stated within the eligibility requirements of Regional policy or there is sufficient funding available from other sources. No grant is provided when an organization is deemed to be in this category.

PROPOSED AMENDMENTS TO GRANT POLICY TO INCLUDE A "SUNSET CLAUSE"

The proposed policy will address each level of service, including existing organizations receiving grants and grant requests from new organizations.

1.) Essential Service

This level of service is essential and elimination of the grant may result in the Region funding the service. There should be no change to the policy for organizations receiving permissive grants, within this rating.

APPENDIX "B"

2.) Important But Not Essential Service

This category of grants is where the proposed revisions to the "Sunset Clause" Policy is recommended. Presently, an organization with this rating is not eligible for increased funding, however, the only way for the grant to be decreased or phased out is one of the following. First, the organization may have established additional sources of funding which would reduce the grant, in accordance with Council policy. Second, the level of service rating is changed to a low priority, at which stage the grant will be phased out.

It is recommended that the proposed amendments be implemented in two stages based on an organization, one, receiving an existing grant or, two, applying for a new grant.

The proposed amendments are as follows:

- i) Existing Organizations - Presently, there are organizations receiving grants which provide a benefit to the community. It is recommended the existing policy be amended to incorporate a more comprehensive "Sunset Clause" Policy. Rather than maintaining the grant assistance at the same level year over year, the grant should be phased out over a five year period, as follows:

1990	100%
1991	100%
1992	75%
1993	50%
1994	25%
1995	0%

This revised policy will provide existing organizations two years to seek additional sources of funding and review existing level of expenditures, prior to grant assistance being reduced.

- ii) New Organizations - Organizations that the committee rates as providing an important service to the community, which receive grants in 1990 and future years will be subject to a four year phase out of their permissive grant as follows:

Year 1	100%
Year 2	75%
Year 3	50%
Year 4	25%
Year 5	0%

APPENDIX "B"

2.) Important But Not Essential Service (Cont'd)

Organizations may be provided with financial assistance, to aid with start up costs. Also, in the first year the organization will have to establish additional sources of funding for subsequent years of operation.

3.) Lower Priority Service

Once an organization's level of service is deemed to be a lower priority, the permissive grant will be phased out over two years. The year the organization is rated as a low priority the grant will be 75% of the previous year. The second year of the organization being classified as a low priority will be the final year of a grant. The grant will be 50% of the previous year. There will be no grant in the third year. The phase out over two years will enable the organization to seek additional sources of funding and re-evaluate the service being provided to the community.

4.) Ineligible Service

When an organization's function is rated at this level, no grant is approved by the committee, in accordance with Council policy. There should be no change to the policy for organizations in this category.

PROPOSED
1990 GRANTS PROCESS TIMETABLE

Review of Grants Policies & Procedures
by Regional Council

August 15, 1989

Issue of Grant Applications to the
Various Agencies

August 18, 1989

Submission Deadline for Agencies

September 29, 1989

Grants Sub-Committee Review

October, 1989

Review of Grants by Standing Committee

November, 1989

Review of Grant Appeals by Standing Committees

January, 1990

Review of Grants Budget by
Finance and Personnel Committee

February, 1990

Approval by Regional Council
(Subject to Final Budgets)

February, 1990

Regional Municipality of Hamilton-Wentworth

PERMISSIVE GRANTS TO OUTSIDE BODIES:

Policies and Procedures

1990

I N D E X

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PART I INTRODUCTION

LEGISLATION

Regional Council has the authority to make grants under Section 113 of The Municipal Act, which states:

"Notwithstanding any special provision in this Act or in any other general or special Act, the council of every municipality may, subject to section 112, make grants, on such terms and conditions as to security and otherwise as the council may consider expedient, to any person, institution, association, group or body of any kind, including a fund, within or outside the boundaries of the municipality for any purpose that, in the opinion of the council, is in the interests of the municipality."

PURPOSE OF GENERAL GRANTS

To provide financial assistance to community groups and organizations who are engaged in programs and activities, within the Region, designed to achieve the self-fulfillment of individuals and the general well-being of the community.

PURPOSE OF SOCIAL SERVICE GRANTS

To provide financial assistance to local agencies, groups and organizations within the Region, which provide important social and health services to citizens and which have limited sources of funds.

OBJECTIVES OF THE GRANT APPLICATION REVIEW PROCESS

1. To respond to the most pressing community needs.
2. To develop an appropriate balance among public grants, private donations and fee for service funding, and between volunteer and paid staff services on the service delivery side.
3. To maintain a non-discriminatory approach for evaluating and prioritizing grant requests.
4. To ensure that the funds granted will be effectively administered by a competent and responsible body.
5. To ensure that full value be obtained by the community for monies provided in financial assistance by the Region.

PART II GRANT GUIDELINES

RATING SYSTEM USED REVIEW PROCESS FOR GENERAL AND SOCIAL SERVICES GRANTS

In compliance with the Regional Council's established policies/guidelines, the following rating system is used in order to assess General and Social Services grant requests for ongoing and/or new organizations/programs:

RATINGS #1

Organizations/programs, new or old, deemed essential and whose functioning or non-operation could result in increased costs to the Region.

When there is proven financial need, a grant is appropriate. For new applicants, the amount requested will receive strong consideration; past recipients will receive a maximum increase equal to the Regional guideline. Consideration could be given to an increase greater than the Regional guideline if required to accommodate increasing service demands.

RATING #2

Organizations/programs new or old, deemed valuable to the community. Where there is proven financial need, this rating will generally indicate a grant is appropriate. For new applicants, the amount may be less than the amount requested; past recipients would receive the same level of funding as the previous year.

RATING #3

Past recipients who receive this rating will be deemed able to survive with less Regional funding because of diminishing priority of services provided, or whose functions, over time, could be absorbed by others, or whose funding could be supplemented by other resources. This rating, when applied to new applicants, will mean a low priority among community needs - no grant will be recommended. For past recipients, the grant will be held at the same level for one year and notification given that the grant is being phased out and the organization be advised to seek additional sources of funding.

RATING #4

This rating, applied to new or old applicants, will mean no grant because of sufficient funding deemed available elsewhere, lack of concurrence with stated eligibility requirements, or inappropriateness for Regional funding.

Two official representatives for each successful applicant organization will be required to sign a formal agreement declaring that the organization's application meets the conditions of eligibility outlined below and that the organization will act in accordance with the requirements outlined below:

.....

IN CONSIDERATION OF FINANCIAL ASSISTANCE FROM THE REGION IN THE AMOUNT TO BE DETERMINED BY REGIONAL COUNCIL, THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

Application Process

- a. Grant applications will be reviewed once yearly; late requests will be considered if they are genuine emergencies.
- b. The information in the application must pertain to the organization's fiscal year in which the Regional grant is to be recorded as revenue and the financial data must follow generally accepted accounting principles, including the accrual basis of accounting for revenues and expenses.
- c. The granting of assistance in any one year or over several years is not to be regarded as a commitment by the Region to continue such assistance in future years.

Non Profit Status

- a. An applicant must be, or must be in the process of becoming, incorporated as a non-profit organization and should be registered under the Canada Income Tax Act for the purpose of receiving donations.
- b. An organization requesting a grant which operates under the guidance of any religious group must have clear boundries, within both its program and budget, between religious activities and the Social Service Program. The religious activities will not be funded.

Limits of Regional Assistance

- a. Regional Council will not orginarily fund in excess of 40% of the operating budget of any program. Exceptions can be made where the 40% ceiling policy will cause an undue financial hardship for any particular organization. Regional Council may reduce its level of funding in order to encourage organizations to seek alternative sources of funding.
- b. The Region will fund only programs/activities which serve residents within the boundaries of Hamilton-Wentworth.

Responsible Management

- a. Each applicant seeking a grant must have a Board of Directors which will assume full responsibility for the administration of funds. The Board must be adequate in numbers and possess the necessary skills to conduct fund-raising, set priorities and be responsible for the overall management of the organization's resources. Board meetings will be open to the public in accordance with Regional By-law R81-183.
- b. Detailed budgets and other supporting data and information must be provided for program evaluation to ensure that the service being provided is in the best interest of the clients served and that Regional funds are used in an effective and efficient manner.
- c. Audited financial statements must be submitted within six months of the organization's fiscal year end for any year in which a grant is received. The statements should identify the Region's contribution.
- d. Grant recipients of one-time requests are required to submit a brief report upon completion of the activity for which funds were provided, outlining both program objectives achieved and financial results of the project.
- e. The organization's books of accounts and supporting documents must be kept for at least three years to show the receipt and disbursement of funds; these must be available for audit by the Regional Corporation at all reasonable times.

Need for Services

- a. There must be a substantially documented need in the community for the service provided by the applicant. Any increase in the level of service which will require additional Regional funding in the future must first be approved by the Region prior to the implementation of the increased service level.
- b. An applicant must not act in the capacity of a funding agency that makes grants to any other group. The payment of a membership fee is not regarded as a grant.

Eligibility for Funding

- a. An organization must demonstrate that it has explored fully various other sources of financial support from the senior levels of government and the private sector.
- b. Grants shall not be provided for a program which is regarded as a provincial/federal responsibility or a program suitable primarily for private enterprise sponsorship.

- c. An educationally-related program is not eligible for assistance if its nature falls within the mandate of responsibility of any other government agency - such as Boards of Education, Ministry of Education, Ministry of Colleges and Universities, Employment and Immigration Canada, etc.
- d. The Region will not consider an application for financial assistance deemed to be a responsibility of a local area municipality, with the exception of the major cultural facilities already assumed by the Region.
- e. The Region will not normally fund deficits or make up funding shortfalls resulting from programs of any kind which were undertaken without prior consultation with the Region.
- f. A grant shall not replace subsidies or any other continuing sources of funding or other revenue, nor replace payments which could be made under purchase-of-service agreements.
- g. Property taxes will not be funded as a separate program. They should be included as part of the operating costs when calculating the required funding.
- h. The Region will not contribute to projects which overlap or duplicate the work of existing agencies or services.
- i. Where appropriate and feasible, the agency will have a fee for service and/or schedule.

Capital Grants

- a. Projects which are of a capital expenditure nature may be considered for a one-time grant. The applicant must meet the following criteria:
 - 1. The project must be seen as a benefit to the social and/or cultural life of the people that the organization was created to serve and the community, and this can be demonstrated by the capacity to raise funds through other sources.
 - 2. Request for capital funding exceeding \$10,000 should be made to the Region at least one year prior to the beginning of the capital project. The request must be accompanied by detailed documentation in support of the request regarding the purpose for which the funding will be used, including details of all other expected funding.
 - 3. The Applicant must:
 - i) complete a prescribed application form
 - ii) present a financial plan which is expected to include a significant level of private and other public funding
 - iii) provide documentation of their capability to meet the additional operating costs resulting from the capital project
 - iv) indicate how the capital project will affect future operating grant requests

4. The maximum funding considered by the Region will not exceed 25% of the project costs.
5. Approval of Capital Grants does not commit Regional Council to ongoing annual support grants.

Surplus Funds

- a. The Region recognizes that an organization needs funds for working capital purposes. Accordingly, each applicant's cash flow requirements will be considered in view of the flow of expenditures and revenues, available accumulated surplus, and the anticipated payment of the Regional grant.
- b. The amount of prior year's surplus to be returned to the Region is calculated in the ratio that the Regional Grant bears to the organization's total revenues in the year in which the surplus arises. Any amounts under \$1,000 may be retained by the organization. The Region recognizes that audited operating results may not always be available at the time of the grant process in the year of application. Therefore, the Region's share of surplus funds must be returned to the Region within 30 days of the issuance of the organization's audited financial statements. In the case of agencies which are also funded by the United Way, surplus funds must be returned concurrently with return of the United Way's portion.
- c. An organization receiving a grant from the Region of Hamilton-Wentworth will not dispose of any surplus funds or working capital funds without the prior approval of the Region.
- d. An organization which terminates part or all of its operation and has received Regional funds for operating or capital purposes for part or all of its operation, must notify the Region of such termination and include the Region in the disposition of any assets.

Payment of Regional Grant

- a. The policy for payment of Regional grants is as follows although exceptions may be negotiated for one-time, special purpose, and capital grants:
 - i) Grants under \$10,000 will be forwarded upon formal Council approval of the Regional budget.
 - ii) Grants between \$10,000 and \$60,000 will be forwarded in three equal payments: the first upon Council approval, and the remainder in the months of June and September.
 - iii) Grants in excess of \$60,000 will be forwarded on a monthly basis starting the month in which formal Regional Council approval is given.

PART III OTHER CONSIDERATIONS

10% Canadian Content Preference Policy

Regional Council approved the following Item 1 of the Finance Committee Report Number 14-82, on August 17, 1982.

"That the Region adopt a policy of 10% Canadian Content Preference on all public tenders for goods or services, excepting those items covered by the Canada/U.S. Auto Pact and Sodium Chloride; and

That the National Standard of Canada CAN2-147.3-82 definition be used as the criteria for the definition of Canadian Content; and

THAT THE REGION RECOMMEND ADOPTION OF A SIMILAR POLICY TO THE AREA MUNICIPALITIES AND ALL REGIONALLY FUNDED GROUPS."

Note: All applicants are expected to incorporate this policy within their own operations.

PART III OTHER CONSIDERATIONS, Cont'd

See Section 25.8

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

BY-LAW NO. R81-183

Being a By-law to provide for freedom of information and access to meeting of the Regional Municipality.

The Council of the Regional Municipality of Hamilton-Wentworth enacts as follows:

1. That Regional By-law R79-89, the Council Procedural By-law, is hereby amended by the addition thereto of the following:

PART II

A. Access to Information

- 25.1 In this part "COMMITTEE OF COUNCIL" shall mean a Committee established by Regional Council and reporting to it.
- 25.2 ALL DOCUMENTS, PAPER, MATERIALS AND REPORTS (DOCUMENTATION) PREPARED BY REGIONAL STAFF, OR ITS CONSULTANTS, FOR SUBMISSION TO REGIONAL COUNCIL OR ANY OF ITS COMMITTEES SHALL, AS SOON AS SUCH DOCUMENTATION IS AVAILABLE FOR DISTRIBUTION BE MADE AVAILABLE TO ALL MEMBERS OF REGIONAL COUNCIL; AND ALL DOCUMENTATION WHICH RELATES TO THE MATTERS SET OUT IN SECTION 25.3 OF THIS PART, SHALL BE MARKED "CONFIDENTIAL" AND SHALL BE DEALT WITH IN ACCORDANCE WITH SECTION 25.3 OF THIS PART.
- 25.3 AS SOON AS THE DOCUMENTATION REFERRED TO IN SECTION 25.2 IS BEING DISTRIBUTED TO REGIONAL COUNCILLORS, IT SHALL BE MADE AVAILABLE, TOGETHER WITH AGENDA TO ANY MEMBER OF THE PUBLIC, AND SHALL BE DISTRIBUTED TO THE PERSONS AND PLACES NAMED ON SCHEDULE "A" TO THIS PART, EXCEPT FOR DOCUMENTATION RELATED TO THE MATTERS FOLLOWING, UNLESS OTHERWISE DIRECTED BY REGIONAL COUNCIL:
 - (A) MATTERS RELATED TO LITIGATION OR COMMUNICATIONS RESPECTING THE SOLICITOR-CLIENT RELATIONSHIP;
 - (B) MATTERS RELATED TO WAGES, SALARIES, BENEFITS AND DISCIPLINE OF PERSONNEL OF THE REGION;
 - (C) COLLECTIVE BARGAINING MATTERS;

See Section 25.8

- (D) MATTERS RELATED TO SPECIFIC PROPERTIES TO BE ACQUIRED OR DISPOSED OF BY THE REGION AND RELATED NEGOTIATIONS;
- (E) MATTERS RELATED TO SECURITY INVOLVING REGIONAL POLICE;
- (F) MATTERS RELATED TO PRELIMINARY DISCUSSIONS CONCERNING THE LOCATION, RE-LOCATION OR EXPANSION OF BUSINESSES WHEN REQUESTED BY THEIR OWNERS;
- (G) MATTERS PROHIBITED FROM BEING MADE PUBLIC BY FEDERAL OR PROVINCIAL LEGISLATION;

ALL OF THE ABOVE MATTERS, OR ANY OF THEM, MAY BE DELT WITH IN PUBLIC BY THE REGIONAL COUNCIL AS IT MAY DETERMINE BY RESOLUTION, OR BY ANY REGIONAL COMMITTEE UPON MAJORITY VOTE OF THE COMMITTEE TO DISCUSS THE MATTER IN PUBLIC;

- 25.4 FOLLOWING CONSIDERATION BY COUNCIL OR ITS COMMITTEES, ALL DOCUMENTATION REFERRED TO IN THIS BY-LAW, EXCEPT THE DOCUMENTATION REFERRED TO IN SECTION 25.3, SHALL BE MADE AVAILABLE FOR INSPECTION BY THE PUBLIC AT THE OFFICES OF THE VARIOUS REGIONAL DEPARTMENTS DURING OFFICE HOURS, AND AT ALL OTHER PLACES DESIGNATED ON SCHEDULE "A" TO THIS PART, AND IF REQUESTED, CERTIFIED COPIES THEREOF SHALL BE PROVIDED BY THE REGIONAL CLERK TO THE PUBLIC AT REPRODUCTION COST.

B. Access to Meetings

- 25.5 All meetings of Regional Council and all meetings of all Committees of Regional Council shall be open for attendance by the public, except for the matters enumerated in Section 25.3, when dealt with in accordance with the provisions of Section 25.3. All decisions of Regional Council and all recommendations of all its Committees respecting the matters enumerated in Section 25.3 shall be made in public;
- 25.6 Any person or groups of persons who wish to make representations to a Committee of Council shall be able to do so by complying with the procedures set out in Schedule "B" to this Part.

C. Local Boards

- 25.7 All the Boards, Commissions or Agencies of the Region that may be described as local boards under Section 1(h) of The Regional Municipality of Hamilton-Wentworth Act, R.S.O. 1980, Chapter 427, shall be encouraged to adopt provisions related to access to information in their possession and the holding of meetings open to attendance by the public in a manner similar to that set out in this Part.

See Section 25.8

D. Grants to the Public

- 25.8 ALL PERSONS, GROUPS OF PERSONS, FIRMS OR CORPORATIONS WHICH RECEIVE GRANTS OF MONEY FROM THE REGION SHALL ADOPT PROVISIONS RELATED TO ACCESS TO INFORMATION AND THE HOLDING OF MEETINGS OPEN TO ATTENDANCE BY THE PUBLIC IN A MANNER SIMILAR TO THAT SET OUT IN SECTION 25.2 TO SECTION 25.4 OF THIS PART. WHERE RELATED TO THE PURPOSE OF THE GRANT; AND ALL SUCH GRANTS OF MONIES SHALL HAVE ATTACHED TO THEM SUCH CONDITIONS THAT WILL CARRY OUT THE INTENT OF THIS SECTION.

E. Administration

- 25.9 This Part shall be administered by the Chief Administrative Officer of the Region who, in addition to being responsible for the interpretation and enforcement of this Part, shall rule on the accessibility of all information by Councillors or the public in the possession of the staff of the Region. There shall be a right of appeal from any ruling of the Chief Administrative Officer to the Regional Legislation and Reception Committee with a further right of appeal in writing to Regional Council.
2. This By-law shall come into force and take effect on the date of its passing and enactment, and shall thereupon be advertised by the Regional Clerk pursuant to Section 137 of the Municipal Act of Ontario.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED AND ENACTED

this 15th day of December, 1981.

Chairman

Clerk

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

SUBMISSION REQUIREMENTS

Each applicant seeking a grant is required to complete and submit a signed copy of the Application Form to the Finance Department of the Region by September 29. Late requests will be considered if they are genuine emergencies. Receipt of application will be acknowledged.

Mail (or Deliver) by September 29 to:

The Regional Municipality of Hamilton-Wentworth
Department of Finance
119 King Street West, 14th Floor
(The Ellen Fairclough Building)
P.O. Box 910, Hamilton, Ontario L8N 3V9

Atten: Gerry Davis,
Supervisor of Financial Planning and Policy

Contact: Mr. John DiBattista
Finance Officer
526-2652

NOTE: Please use a black pen to make it easier to reproduce
for members of Council.

PAGE 1 (of the Application Form)

General Information

- Use full legal name of the organization and its mailing address.

Contact Person

- The name of a staff member or members who are knowledgeable with this application. Please include daytime phone number for each contact person.

1. Summary of Request

This is a summary of your organization's funding request. It should include how much funding is requested and for what program(s) ie: Regular Programs, New Programs, One-Time Projects, Change in Existing Service, Capital, Other.

2. Financial Summary

- for all programs being funded.

PAGE 2

ORGANIZATION INFORMATION

4. (b) Volunteers

Indicate the number of volunteers and the type of work done. Management volunteers are those who participate as voting Board or Committee Members.

5. Financial and Program Planning

Mechanisms that assist the Board of Directors to determine future directions. They include a Program Planning Committee, a Strategic Planning Committee, a Finance Committee or any other group that has responsibility for financial and/or program planning.

6. Long Range Plan

A long range plan describes where the Board of Directors expects the organization to be in 3-5 years or more. If such a plan has been developed, provide a summary.

7. Directors Meeting

- self-explanatory.

PAGE 3

SUMMARY OF ORGANIZATION SERVICES

All services provided by the organization must be listed. Also, indicate which services are funded by the Region or which services you are applying for a Regional Grant.

PAGES 4-5

SERVICE INFORMATION

Complete the information page for each program that is funded by the Region or the program that you are applying for a Regional Grant.

1. Describe Service

Briefly explain exactly what the service is and what is provided to the client (eg. operating a day care program for children 0-4, Monday-Friday, 8:00 a.m. - 6:00 p.m.).

2. Target Population

What segments of the population are the primary receivers of the service? Categories could be expressed as age groups (seniors, children) and/or special interest groups (disabled, medical conditions). Also indicate any restrictions or limitations regarding geographic area serviced (ie. limited to one Municipality or Region).

3. Intent of Service

What is the purpose of the service? What will be accomplished if the program is offered? What do you expect to happen to the client if she or he is successful? What changes or benefits will occur? (ie. will seniors be able to remain in the community?).

4. Evaluation Procedure

How is the progress of the program being measured (ie. client feedback)?

6. Interaction

Are referrals made to the agency by other organizations? Is there interaction and dialogue with organizations providing a similar service or serving the same target population?

8. Client Fee

If a service fee is charged, explain how the fee is calculated and how payments are collected.

9. Service Statistics

How your service is distributed throughout the Region. Other sections should include the units of service provided for outside the Regional Municipality of Hamilton-Wentworth.

10. Cost Efficiency

Are cost comparisons made with other organizations with similar services? Are year-to-year comparisons made of your own unit costs? Can annual increases be justified?

PAGE 6

FUNDING INFORMATION

4. Government Funding

For each service, list the levels of government and the department, program or Ministry that provide base funding. Base funding is defined as funding provided for the organization's regular operation. Type of funding refers to block grants, purchase of service, etc.

PAGE 7

THE BUDGET

The fiscal period of the Region's Budget is January to December. Therefore, agencies should report revenues and expenditures accordingly.

A chart of accounts is attached to help you determine where revenues and expenses should be recorded.

The Budget is found on Pages 7-10, the pages have a division down the center. Organizations with only one service must complete the left half of the budget page ("one service" agencies do not have to fill in the "distribution" section). Organizations with more than one service must complete the entire budget pages.

PAGE 11

NOTES TO THE BUDGET

This section contains miscellaneous questions which will assist the Region in understanding the organization's financial needs. Where appropriate, provide the information indicated.

**CHART OF ACCOUNTS
FOR
THE APPLICATION FORM**

AGENCY GENERATED REVENUE:

- Designated Donations** - Donations for which the donor has specified the use of the funds. Such as: a service club that provides funds for a specific item or a donor who gives an amount to a specified service. Agencies are only required to record the funding that the agency's auditors would classify as "operating income".
- Unrestricted Donations** - Donations from individuals and foundations for which the donor has not specified the use of the funds.
- Investment Income** - Usually interest income which is earned in operating funds.
- Non-Privileged Mbrshp.** - Memberships where there is no service attached, so that the person simply becomes a member of the agency.
- Membership Dues** - Memberships which are paid for the use of a club or to engage in an activity.
- Service Fees** - Fees charged to a client or a non-government agency, such as the Children's Aid Society, for a specified unit of service. Do not include any fees charged to a government department in this account.
- Spec. Events / Fund Raising** - Any special event or fund raising activity. Such as: bingo or a Monte Carlo Night.
- Other Revenue** - Any agency-generated revenue that is not included in the above categories.

GOVERNMENT FUNDING:

- Municipal Government** - Funds paid to the agency by a municipality, such as: the Town of Oakville or the City of Hamilton.
- Provincial Government** - Funds paid to the agency by a Provincial ministry or department, such as: The Ministry of Health, The Ministry of Community and Social Services or the Community and Neighbourhood Support Services Program.
- Federal Government** - Funds paid to the agency by the Federal government.

SURPLUS/(DEFICIT):

- end of a prior year - The year-to-date operating surplus/deficit at the end of the previous year.
- for current year - The difference between revenues and expenses for the current year.
- TRANSFERS FROM CAPITAL - Funds tranferred from the organization's Capital Funds to operations.
- TRANSFERS TO CAPITAL - Funds transferred from operations to Capital Funds.
- SURPLUSES RETURNED - The total of any operating surpluses returned to organization funders in the current year.
- ACCUMULATED SURPLUS/
DEFICIT - The net surplus/deficit at the end of the current year after capital transfers and surplus returns.

SALARY EXPENSES:

- Management Staff - Salaries for those staff whose functions are primarily mangement.
- Direct Service Staff - Salaries for staff persons whose functions are primarily direct service but may also include some supervisory responsibilities.
- Office Staff - Includes secretaries, bookkeepers, clerks, file clerks, statisticians, receptionists, etc.
- Other Wages - Includes maintenance staff, housekeepers, etc.
- Employee Benefits - The cost paid by the agency for all employee benefits. Vacation pay is not to be included in this account but in the same account as the employee's salary.

STAFF EXPENSES:

- Staff Replacement Costs - The cost for recruiting organization staff members. Also includes reimbursement of expenses for transportation to and/or from an interview and any moving costs funded by the agency.
- Travel/Meetings - Any expenses incurred by employees in the course of their day-to-day activities on the job. Not to be included here the cost of any travel or other costs associated with staff development.

STAFF EXPENSES: (cont'd)

- Agency Vehicle Expenses** - All expenses associated with an agency-owned vehicle, including: repairs, maintenance, insurance, etc.
- Staff Development** - The cost for training and developing agency staff, including: conference fees, fees paid to educational institutions, and any travel directly associated with those activities.

SERVICE/PROGRAM EXPENSES:

- Assistance to Clients** - Any expense paid by the organization either directly or on behalf of a client, including: cash, clothing and personal needs, medical supplies, bus passes, taxi fares, etc.
- Program Supplies** - The cost of any supplies or materials that are essential to the operation of the service, such as: craft supplies, educational brochures for a public education service, bedding and dishes for a residential service, etc. Single items in this account should not ordinarily exceed \$100.
- Food** - The purchase of food which is associated with a service, such as: a residential service or a cafeteria.
- Professional Consultations** - Fees paid to a professional (who is not an employee of the agency) for consultation or advisory services which are related to an agency service, such as: psychiatric consultations.
- Medical Research** - Payments made for medical research. These payments are usually made to the agency's National and/or Provincial parent organization.
- Other Program Expenses** - Any program/service expense which is not included in the above categories.

ADMINISTRATION EXPENSES:

- Dues to Parent Organization** - Payment made by the organization to its Provincial and/or National parent organization where there is no service attached to the payment. In cases where organizations are paying the parent organization for services, such as bookkeeping, those payments are to be recorded under the appropriate account heading.
- Liability Insurance** - The cost of all liability insurance, with the exception of liability insurance on vehicles and buildings, which are to be recorded under the appropriate heading. Vehicle insurance is to be included under "Agency Vehicle Expenses" and building insurance is to be included under "Facility Insurance" (Facility Expense Section).
- Legal and Accounting** - Fees paid to outside professionals for legal, accounting and bookkeeping services.
- Office Supplies** - All stationery, photocopying and office supplies. Ordinarily, a single item should not exceed \$100.
- Dues/Periodicals** - The cost of books, periodicals, magazines and memberships in organizations which assist the agency in carrying out its services.
- Postage/Courier** - All postage and delivery expenses.
- Telephone/Answering Service** - The cost of all telephone expenses, both local and long distance, and any fees paid to an outside organization for answering services. The cost of leasing telephone equipment is not to be included here. Leased equipment is to be recorded under "Equipment Rental" (Equipment and Fixed Assets section).
- Volunteer Expenses** - All costs associated with agency volunteers, including: recruitment, training, recognition, mileage, etc.
- Other Admin. Costs** - Any administrative expense that is not included in the above categories.

PROMOTION & PUBLICITY:

- Supplies and Services** - Charges for photographs, films, printing of promotional brochures, outside printing costs, artwork, films and display material, which is associated with promoting the organization. Not to be included here are printed materials that are used for service delivery, such as: educational brochures for public education service. Any expenses that are directly related to the primary activities of a particular service should be included under "Program Supplies" (Service/Program Expense Section).
- Advertising** - The cost of advertising the agency in any media.

FACILITY EXPENSES:

- Building and Grounds Maintenance and Supplies** - The purchase of any materials, supplies, or outside professional services for the purpose of upkeep and maintaining the facilities owned by an organization. Not to be included here are any expenses that the organization's auditors would ordinarily classify as "additions to building" or the salaries of maintenance staff. "Additions to Building" are to be included under "Equipment and Furniture Purchases" and maintenance staff are to be recorded under "Other Wages".
- Rent (paid to landlord)** - This account is only to be used for the amount of rent that an organization actually pays to its landlord.
- Utilities** - The cost of heat, hydro, water, etc.
- Facility Insurance** - Fire insurance, boiler insurance, elevator insurance, etc.
- Other Facility Expenses** - Any costs associated with the organization's facility which are not included in the above categories.

EQUIPMENT & FIXED ASSETS:

- Equipment and Furniture Maintenance** - The cost for purchasing materials and services to repair equipment and furniture, including maintenance contracts.
- Rental of Equipment and Furniture** - The cost of all rental and/or lease agreements for equipment and furniture, such as: typewriters, telephones, vehicles, etc.

EQUIPMENT & FIXED ASSETS: (Cont'd)

Equipment and Furniture Purchases - The cost for purchasing (and replacing) all equipment, furniture and buildings. Also to be included here are any costs that the organization's auditors would ordinarily classify as "additions to building".

Please Note: Organizations that maintain a separate fund for Fixed Assets are not required to record the purchase of assets in the operating fund. Instead, the transaction will be shown in the Capital Fund on the organization's audited financial statements. Organizations that do not maintain a separate Capital Fund will be expected to show purchases in this account.

Provision for Replacement of Fixed Assets - The annual charge to the operating fund for establishing a Capital Fund to replace Fixed Assets, such as: buildings. This type of expenditure is common to organizations who own buildings.



*The Regional Municipality
of Hamilton-Wentworth*

1990 PERMISSIVE GRANT APPLICATION FORM

ORGANIZATION : _____

TELEPHONE _____

ADDRESS : _____

POSTAL CODE _____

CONTACT PERSON:

NAME _____ TITLE _____ TELEPHONE _____

NAME _____ TITLE _____ TELEPHONE _____

SUMMARY OF REQUEST

2. FINANCIAL SUMMARY

	1988 ACTUAL	% INC OVER 1987	1989 EXPECTED	% INC OVER 1988	1990 BUDGET	% INC OVER 1989
--	----------------	--------------------	------------------	--------------------	----------------	--------------------

Regional Grant	_____	_____	_____	_____	_____	_____
----------------	-------	-------	-------	-------	-------	-------

Other Revenue	_____	_____	_____	_____	_____	_____
---------------	-------	-------	-------	-------	-------	-------

Total Revenue	=====	=====	=====	=====	=====	=====
---------------	-------	-------	-------	-------	-------	-------

Total Expenditure	=====	=====	=====	=====	=====	=====
-------------------	-------	-------	-------	-------	-------	-------

Surplus(Deficit)	=====	=====	=====	=====	=====	=====
------------------	-------	-------	-------	-------	-------	-------

Fiscal year end	_____					
-----------------	-------	--	--	--	--	--

ORGANIZATION INFORMATION

3. Please Provide the following Dates:

Date Organization was Established _____
Date of Incorporation _____
Fiscal Year End _____

Member of the United Way _____
Charitable Registration # _____

4. Staffing :

(a) Do you plan to increase the number of staff this year? Yes ____ No ____
If YES, please explain.

(b) How many volunteers does the Agency have?

In which of the following areas do agency volunteers participate:

Management _____
Maintenance _____

Fund Raising _____
Service Delivery _____

Clerical _____
Other _____

5. What type of financial and program planning does the Board of Directors have in Place ?

6. Has the Board developed a long range plan for the organization ? Yes ____ No ____

7. How often does the full Board of Directors meet ?

8. Explain the ways by which your organization evaluates its program.
The results of any recent evaluations should be enclosed.

SUMMARY OF ORGANIZATION SERVICES

1. List all the services provided by the organization and indicate which of the services are funded by the Regional Municipality of Hamilton-Wentworth.

NAME OF SERVICE

SERVICE
NUMBER

FUNDED BY
REGION
(Yes or No)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2 For each of the Services that are funded by the Region, please complete one of the following "Service information" pages.

SERVICE INFORMATION

Service Name: _____ Service Number: _____

1. Describe the Service.
2. Describe the target population.
3. What is the service intended to help the client or community accomplish.
4. Describe the evaluation procedures used to ensure the above stated purpose is being accomplished.
5. Are other organizations in the Region providing similar services ? If so please give details.
6. Does any exchange take place between the organization and those organizations providing similar service ? Please describe.

SERVICE INFORMATION CON'T

Please provide the following information for the service.

Number of clients serviced:

Ancaster	_____	Glanbrook	_____
Flamborough	_____	Hamilton	_____
Stoney Creek	_____	Other	_____
Dundas	_____	Total	_____

8. Does the Organization charge the client fee for this service ?

If YES, describe how the fee is established and collected.

9. Service Statistics:

UNITS OF SERVICE (One Unit Equals _____)

	<u>Ham</u>	<u>Anc</u>	<u>Dun</u>	<u>St</u> <u>Crk</u>	<u>Flam</u>	<u>Glan</u>	<u>Oth</u>	<u>Total</u>	<u>Unit</u> <u>Cost</u>
1988	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____
1989	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____
1990	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____

10 How does the organization's Board of Directors ensure that the cost of the service is reasonable ?

SERVICE INFORMATION

Service Name: _____

Service Number: _____

1. Describe the Service.

2. Describe the target population.

3. What is the service intended to help the client or community accomplish.

4. Describe the evaluation procedures used to ensure the above stated purpose is being accomplished.

5. Are other organizations in the Region providing similar services ? If so please give details.

6. Does any exchange take place between the organization and those organizations providing similar service ? Please describe.

SERVICE INFORMATION CON'T

.. Please provide the following information for the service.

Number of clients serviced:

Ancaster	_____	Glanbrook	_____
Flamborough	_____	Hamilton	_____
Stoney Creek	_____	Other	_____
Dundas	_____	Total	_____

8. Does the Organization charge the client fee for this service ?

If YES, describe how the fee is established and collected.

9. Service Statistics: UNITS OF SERVICE (One Unit Equals _____)

	<u>Ham</u>	<u>Anc</u>	<u>Dun</u>	<u>St</u> <u>Crk</u>	<u>Flam</u>	<u>Glan</u>	<u>Oth</u>	<u>Total</u>	<u>Unit</u> <u>Cost</u>
1988	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____
1989	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____
1990	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____

10 How does the organization's Board of Directors ensure that the cost of the service is reasonable ?

FUNDING INFORMATION

1. Regional Funding History :

	<u>Requested</u>	<u>Received</u>	<u>% of of Total Funding</u>
1984			
1985			
1986			
1987			
1988			
1989			

2. Projection of Funding Needs From The Region (Five-Year Forecast)

1991		1993		1995	
1992		1994			

(NOTE: The granting of funds in any year is not intended to be regarded as a commitment by the region to continue such assistance in future years.)

3. Will conditional funding be refused if Regional Assistance is not received ? (If YES, please list source address and contact person)

4. Government Funding :

List all the base government funding requested in 1990 and provide the information listed below.

<u>Service Name</u>	<u>Government Department/Program/ Level or Ministry</u>	<u>Type of Funding</u>	<u>1990 Funding Requested</u>	<u>% Increase Over 1989</u>
-------------------------	---	----------------------------	---------------------------------------	-------------------------------------

THE BUDGET

REVENUE

1988 Actual	1989 Projection	1990 Proposed	Admin	(Service)	(Service)
----------------	--------------------	------------------	-------	-----------	-----------

GENERATED REVENUE :

Designated Donations
Unrestricted Donations
Investment Income
Non-Privileged Mbrshp
Membership Dues
Spec. Events Fundraising
Sale to the Public
United Way Funding
Other Revenue

GOVERNMENT FUNDING :

Municipal Government
Provincial Government
Federal Government
Regional Grant Request

TOTAL REVENUE

--	--	--	--	--	--

PRORATION OF ADMIN REVENUE

--	--	--

TOTAL REVENUE

--	--	--

SURPLUS / (DEFICIT) :

- end of prior year
- for current year

PLUS TRANSFER FROM CAPITAL
LESS TRANSFERS TO CAPITAL
LESS SURPLUS RETURNED

ACCUMULATED SURPLUS / (DEFICIT)

--	--	--

Distribution of 1990 budget
by service where applicable

EXPENSES

1988 Actual	1989 Projection	1990 Proposed	Admin	(Service)	(Service)
----------------	--------------------	------------------	-------	-----------	-----------

SALARY EXPENSES

Management Staff
Direct Service Staff
Office Staff
Other Wages
Employee Benefits

TOTAL SALARIES

STAFF EXPENSES

Staff Replacement Costs
Travel/Meetings
Vehicle Expenses
Staff Development

SERVICE/PROGRAM EXPENSES

Assistance to Clients
Program Supplies
Food
Professional Consultants
Medical Research
Other Program Expenses

ADMINISTRATIVE EXPENSES

Dues to Parent Org.
Liability Insurance
Legal and Accounting
Office Supplies
Dues/Periodicals
Postage/Courier
Telephone/Answering Serv.
Volunteer Expenses
Other Admin Costs

PROMOTION & PUBLICITY

Supplies and Services
Advertising

SUB-TOTAL EXPENSES

--	--	--	--	--	--

Distribution of 1990 budget
by service where applicable

EXPENSES

1988 Actual	1989 Projection	1990 Proposed	Admin	(Service)	(Service)
----------------	--------------------	------------------	-------	-----------	-----------

SUB-TOTAL CARRIED FORWARD

--	--	--	--	--	--

FACILITY EXPENSES :

Bldg & Grnds Mtncs/Supl
Rent(Paid to Landlord)
Property Taxes
Utilities
Facility Insurance
Other

EQUIP. & FIXED ASSETS :

Equip & Furn Mtncs
Rental of Equip & Furn
Equip & Furn Purchases
Provision for Replacement

TOTAL EXPENSES

--	--	--	--	--	--

PRORATION OF ADMIN EXPENSES

--	--	--

TOTAL EXPENSES

--	--	--

BALANCE SHEET

	1988 <u>Actual</u>	1989 <u>Estimate</u>
<u>ASSETS</u>		
Cash on Hand	_____	_____
Undepreciated Fixed Assets	_____	_____
Other Assets(Specify)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL ASSETS	=====	=====
<u>LIABILITIES</u>		
Accounts Payable	_____	_____
Other Liabilities (Specify)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL LIABILITIES	=====	=====
<u>EQUITY</u>		
Reserve for Working Capital	_____	_____
Other Reserves(Fixed Assets etc)	_____	_____
Accumulated Surplus (Deficit)	_____	_____
TOTAL EQUITY	=====	=====
TOTAL LIABILITIES & EQUITY	=====	=====
Date and location of next annual meeting _____.		
My organization has included a copy of its audited statements. _____		

NOTES TO THE BUDGET

Please explain any unusual increases or decreases in expenses and/or revenues.

2. If the budget includes " Dues to Parent Organization " please explain the method of calculating the dues and provide a brief description of any benefits that accrue to the parent organization.

Other than the funding included in this budget, has the organization made any other attempts to seek funding for operating purposes from any other sources ?
If YES, please explain.

4. If the funding request is unsuccessful, either wholly or partially, will any other revenue be jeopardized ? If YES, please explain.

ATTACH COPIES OF THE FOLLOWING DOCUMENTATION:

- a. most recent audited statements.
- b. letters of support(new applicants only).
- c. a list of the Board of Directors, which include their position on the Board, their occupation and mailing address.
- d. a brief written history of the agency.
- e. summaries of any studies you may have that indicate the need for the organization's services in the community.
- f. any other descriptive information you may have that will provide an understanding of the organization's and its service(s).

CERTIFICATION BY THE BOARD OF DIRECTORS

This is to certify that this budget and the accompanying documentation is an accurate statement of our receipts and disbursement, actual and estimated, for all the activities conducted by the organization, that the amount requested is necessary for proper continuance of our program(s) of service, and that the budget was approved by action of our Board of Directors on _____ 19_____.

Signed _____ Title _____ Date _____

Phone _____ Officer making Application _____



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Office of the Clerk
119 King Street West, 15th floor
Hamilton, Ontario

526-4154

P.O. Box 5

3.

September 22, 1989

Refer to File No.

Attention of

Your file No.

MEMO TO: J. Hindson

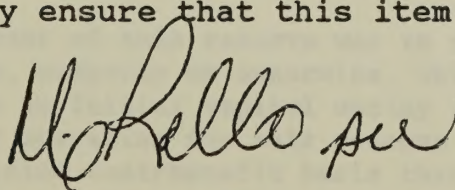
FROM: D. Beck

SUBJECT: **Finance and Personnel Committee Report 12-89, Item 16
Systems Development/Productivity Enhancement Reserve
(FIN 89-177)**

At the regular meeting of Council held on Tuesday, September 19, 1989, the following recommendation was concurred in:

- a) That the title of the Systems Development Reserve be changed to Systems Development and Productivity Enhancement Reserve;
- b) That the requirement to demonstrate cost/benefit savings for advances from this reserve be retained, subject to the Finance and Personnel Committee considering exceptional projects where the benefits are clear but the savings are dispersed on a corporate-wide basis;
- c) That the Corporate Policy Manual be amended to reflect the change in title and usage; and,
- d) That this report be forwarded to the Information Systems Committee for their information.

Kindly ensure that this item appears on the appropriate agenda.


:cab.

Encl. - Item 2.17

cc: G. Lawson

J. Thompson, Secretary, Info. Systems Committee (Item 2.17)

J. Hawrylyshyn (Item 2.17)



THE NATIONAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE

MEMO FOR THE DIRECTOR

FROM: SAC, NEW YORK

SUBJECT: [Illegible] (New York File # [Illegible])

[Illegible paragraph of text]

[Illegible paragraph of text]

[Illegible paragraph of text]

[Illegible paragraph of text]

[Illegible paragraph of text]

[Handwritten signature]

cc: [Illegible]

cc: [Illegible]



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Department of Finance
119 King Street West, 14th floor
Hamilton, Ontario
Fax # (416) 526-8486

Ston 2.17

Mailing Address:
P.O. Box 910, Hamilton, Ontario
L8N 3V9

Refer to File No.

Attention of

Your File No.

Councillor A. Sloat, Chairman
and Members of the Finance & Personnel Committee

July 31, 1989
Finance #FIN 89-177

SUBJECT: SYSTEMS DEVELOPMENT/PRODUCTIVITY ENHANCEMENT RESERVE

ORIGIN

At the June 14, 1989 meeting of the Finance and Personnel Committee, the following item was referred to Finance Department and Information Systems Department staff for a report to the two respective committees.

"That the title of the Systems Development Reserve be changed to Productivity Enhancement Reserve and the Corporate Policy Manual be amended to reflect this change."

BACKGROUND

In 1986, Finance and Personnel Committee approved the establishment of a reserve for productivity enhancing projects, where a clear financial payback could be demonstrated (a copy of the proposal to the Regional Chairman, dated January 26, 1986, Attachment A, and the Finance & Personnel Committee Report 9-86, Item 15, Attachment B, are attached for background information).

The money to establish this reserve came from the capital gains realized in the Region's 1985 Investment Management (the other 50% went to the Self Insurance Reserve).

The intent of this reserve was to encourage the development of innovative systems, computer or otherwise, which result in operating cost savings but require an initial capital outlay in any Regional department. The proposed mode of operation for this reserve was that departments which could justify on a certified cost/benefit basis that a new system development would reduce operating costs, would be loaned the funds from this reserve. The money would then be repaid to the reserve from the savings realized within the department as a result of implementation of the new systems. Having a reserve of this nature allows small departments to improve the efficiency of their operations without having a major impact on their budget.

Councillor A. Sloat, Chairman
and Members of the Finance & Personnel Committee

July 31, 1989
Finance

SUBJECT: SYSTEMS DEVELOPMENT/PRODUCTIVITY ENHANCEMENT RESERVE

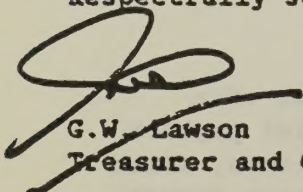
Page 3

This report has been discussed with the Director of Information Systems and his memorandum outlining his comments is attached (Attachment C) for the information of the Finance and Personnel Committee members.

RECOMMENDATION

1. That the title of the Systems Development Reserve be changed to Productivity Enhancement Reserve.
2. That the requirement to demonstrate cost/benefit savings for advances from this reserve be retained, subject to the Finance and Personnel Committee considering exceptional projects where the benefits are clear but the savings are dispersed on a corporate-wide basis.
3. That the Corporate Policy Manual be amended to reflect the change in title and useage
4. That this report be forwarded to the Information Systems Committee for their information.

Respectfully submitted



G.W. Lawson
Treasurer and Commissioner of Finance

RM:hb

cc: J. Hindson, Director of Information Systems

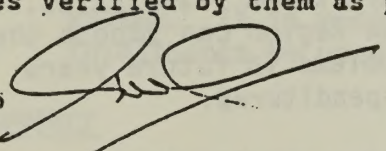
Attach.

Doc 0039C/94-96

W.L. Sears
Regional Chairman

Subject; Capital Gains on Investment Portfolio
Page 2

Your comments on the above outline would be most appreciated. I would not wish to advance these to the Finance and Personnel Committee until I have had a chance to discuss them with the external auditors and have the final figures verified by them as part of the regular year end audit.

GWL/dp 

Copy to Councillor A. Sloat

III) Other Allocated Reserves

This section of the report shows the reserves and reserve funds that generally are used for expenditure of a non-recurring nature, contingent liabilities, or planning for future known liabilities. By utilizing the reserves in this manner, the Region can smooth the impact on operating budgets and minimize problems in future years from using reserves for ongoing operating expenditures.

As a result of the timing of the revenues and expenditures certain months have deficiencies in required working funds. This is particularly true in the early part of the year when expenditures exceed revenues by approximately \$20,000,000. These reserves provide the necessary working funds to support the cash requirements and reduce the need to borrow externally.

Financial Considerations

The following is a comparison by major category of the 1984 year end balances with those of 1985.

<u>MAJOR CATEGORY</u>	<u>BALANCE DEC. 31, 1984</u>	<u>BALANCE DEC. 31, 1985</u>
Reserves Supporting Capital Financing Plan	37,732,415	48,237,396
Capital Reserves	9,715,693	7,479,170
Allocated Reserves	<u>10,785,731</u>	<u>12,263,833</u>
Total Reserves and Reserve Funds	<u>58,233,839</u>	<u>67,980,399</u>

The major portion of the growth in Reserve balances during 1985 is accounted for by the distribution of investment income to the reserves at a rate of return of 12%

I) Reserves Supporting 1986-1990 Capital Financing Plan

The reserves and reserve funds supporting the capital financing plan have increased on a planned basis from \$37,732,415 in 1984 to \$48,237,396 in 1985. In the 1986-1990 Capital Budget the capital financing requirement from these reserves amounts to \$60,617,000.

Councillor A. Sloat, Chairman
and Members of the Finance & Personnel Committee

SUBJECT: ANNUAL STATEMENT OF RESERVES, RESERVE FUNDS & LIABILITIES
Page 4

It is proposed that a new reserve be established to aid in development of Systems for all Regional Departments. The proposed mode of operation for this reserve is that departments which can justify on a certified cost/benefit basis that new systems development will reduce operating costs will be loaned the funds to proceed from the System Development Reserve. The loan will then be repaid to the reserve from the savings realized within the department as a result of implementation of the new system. It is recommended that 50% of realized capital gains on investments be used for the establishment of this reserve.

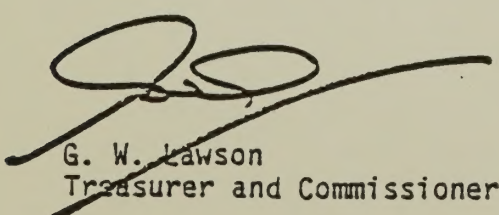
Summary

Whilst there are some areas where reserves are not adequate to meet liabilities (e.g. sick leave, workers' compensation), the overall long term reserve adequacy is sound. Some costs, above those provided in budgets, such as any final settlements of mechanics' liens on the Sewage Treatment Plant and any further requirements for SWARU, may have to be met from these reserves. It is anticipated that with an opportunity for appropriate planning, these could be accomodated over time.

RECOMMENDATIONS

- 1) That realized Capital Gains on Investments be distributed as follows:
50% to Self-Insurance Reserve;
50% to System Development Reserve;
- 2) That the 1985 Reserve and Liability Report be received for information.

Respectfully submitted



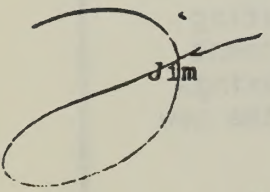
G. W. Lawson
Treasurer and Commissioner of Finance

FP:las

Doc. 0006C - 27-30

I would therefore propose that a portion of the reserve be available for non-refundable "Corporate" investments. Perhaps the "interest" portion of the fund could be used for this purpose, thereby retaining the "principle" portion for Department requests that are paid back.

In keeping with the nature and use (current and proposed) of the reserve, the current name (Systems Development Reserve) should be retained.

 Jim

c.c. Mr. J. Bruzzese, Director of Revenue

RECEIVED
DEPARTMENT OF FINANCE

AUG 14 1969

REGIONAL MUNICIPALITY
OF HAMILTON-WENTWORTH

I am in receipt of your letter of the 14th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. I am, however, unable to say whether or not they will be in a position to grant your request, as this depends upon the merits of the case.

In closing, I am, Sir, very respectfully,
Yours faithfully,
[Signature]

J. [Name], Secretary to the [Organization]

RECEIVED
[Organization]

APR 11 1913

RECEIVED
[Organization]



INFORMATION SYSTEMS



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO, L8N 4E2
(416)526-4563

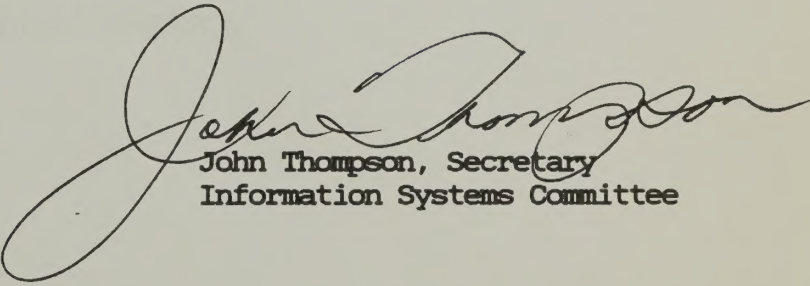
1990 February 27

NOTICE OF MEETING

Information Systems Committee
Friday, 1990 March 2
2:30 o'clock p.m.
Chairman's Lounge
15th Floor
Regional Offices

bul

to Miller - FYI


John Thompson, Secretary
Information Systems Committee

JT:mjw

A G E N D A

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of Information Systems Committee Meeting held 1989 December 21

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

(i) Revised Meeting Schedule

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2. NEW BUSINESS

- 2.1 Leasing Supplier for 3174 Communications Controllers
- 2.2 Leasing Supplier for Communications Processor (replacement)
- 2.3 1990 Current Budget Estimates for Information Systems

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT

THE BOARD OF DIRECTORS OF THE
AMERICAN RED CROSS
HAS THE HONOR TO ACKNOWLEDGE THE RECEIPT OF
A CHECK FOR THE SUM OF \$100.00
PAID BY THE AMERICAN RED CROSS

AMERICAN RED CROSS

NEW YORK, N. Y.

RECEIVED OF THE AMERICAN RED CROSS

AMERICAN RED CROSS

1(4)

Thursday, 1989 December 21
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

The Information Systems Committee met.

Present: Chairman (Alderman) J. Gallagher
Councillor S. Napper, Vice-Chairman
Councillor A. Sloat

Absent with Regrets: Alderman M. Kiss (Previous Commitment)
Alderman G. Copps (Previous Commitment)

Also Present: Mr. J. Hindson, Director of Information Systems
Mr. J. Thompson, Secretary

1. MINUTES

The minutes of the last regular meeting of the Information Systems Committee held 1989 November 23 were received and adopted as presented.

2. CITY HALL SECURITY

The Committee received, for information, a copy of a memorandum from Mr. D. W. Vyce, Director of Property, addressed to the Secretary of the Co-ordinating Committee dated 1989 November 30 advising that at a recent Management Team meeting, Mr. L. Sage, Chief Administrative Officer asked Mr. Vyce and Mr. E. K. Avery to conduct a review of current security measures and requirements for City Hall and report back.

3. REVISED MEETING SCHEDULE FOR INFORMATION SYSTEMS COMMITTEE

As outlined in a report of the Secretary dated 1989 December 14, the Committee approved that the necessary steps be taken to revise the meeting schedule of the Information Systems Committee as it presently conflicts with the meeting time of the new Finance and Administration Committee at City Hall.

In this regard, the Secretary was authorized and directed to canvass the members of the Information Systems Committee to arrange and confirm their availability at a new meeting time.

4. CAPITAL FUNDING FOR 1990 - 1994, INFORMATION SYSTEMS

As outlined in a report of the Director of Information Systems dated 1989 November 8, the Committee approved that the following recommendations be forwarded to the City's Finance and Administration Committee for consideration and recommendation:

- (a) The 1989 Computer Software Project be proceeded with at an estimated gross cost of \$150 000. as included in the 1989 portion of the 1989 - 1993 Capital Budget as Project No. 010-39007.
- (b) The 1990 - 1994 portion of the Computer Software Project be considered in the 1990- 1994 Capital Budget.
- (c) The 1990 portion of the Workstation Furniture Project be considered in the 1990 - 1994 Capital Budget.
- (d) The City of Hamilton Treasurer be requested to recommend the method of financing to the Finance and Administration Committee.

5. CORPORATE SYSTEMS DEVELOPMENT OUTLINE

The Committee was in receipt of an information report from the Director of Information Systems dated 1989 December 12 dealing with a "Corporate Systems Development Outline".

This report was deferred to a future meeting of the Committee.

6. INFORMATION SYSTEMS ORGANIZATION

The Committee adjourned in camera to consider a private and confidential report from the Director of Information Systems dealing with the Information Systems Organization.

Reconvening in open session, the Committee agreed to submit the following recommendations to City Council for approval:

- (a) That the Organization Chart revisions for the Information Systems Department attached herewith and marked Schedule "A", be approved.

NOTE: There is a net reduction of one staff position after the reorganization and prior to any staffing included for consideration in the 1990 Budget.

- (b) That the following positions be eliminated as they become vacant:
(the corresponding payroll centre is in parenthesis)

Data Control Clerk (City)
Supervisor of Central Microfilming (City)
Key Punch Operator (City)
Microfilm Technician (City)
Assistant Manager, Process Control (Region)
Systems Analyst (7, City and Region)

NOTE: Total staff positions to be eliminated through attrition: 12 (includes elimination of 3 job descriptions/titles)

- (c) That the following Information Systems positions be established as attrition/vacancies permit:

Microfilm and Image Processing Co-ordinator (City)
Supervisory, Application Development (Region)
Senior Systems Analyst (7, City and Region)
Support Services Technician (2, City)

NOTE: Total staff positions to be established: 11 (includes creation of 3 job descriptions/titles)

- (d) That the elimination of the position of Supervisor of Central Microfilming be subject to the approval of the leasing of replacement camera equipment. (Estimated value \$10 000./year)
- (e) That the position description of Junior Programmer be established in order that it may be used where appropriate as an "entry level position" and as part of a career path development program but not filled at this time.
- (f) That the total staff compliment of Senior Systems Analysts and Systems Analysts in the Business Systems Division be limited to a maximum of 10.
- (g) That the total staff compliment of Analyst and Programmer positions in the Process Control Division be limited to a maximum of 5.
- (h) That the Commissioner of Human Resources and the Director of Information Systems be authorized and directed to take the appropriate steps to ensure that employees affected by these organization changes are duly notified, retrained and reassigned as appropriate within the organization and are not injuriously affected by these changes.

- (i) That the Commissioner of Human Resources be authorized to take the appropriate measures to implement the revised Organization Chart for Information Systems.
- (j) That the Commissioner of Human Resources be authorized to take the appropriate measures to implement the revised Organization Chart for Information Systems.
- (k) That this report be forwarded to the City of Hamilton Finance and Administration Committee for information.
- (l) That this report be forwarded to the Region Finance and Personnel Committee for information.

7. PURCHASE OF COMPUTER EQUIPMENT FOR M.I.S.A. PROJECT

As outlined in a report of the Manager of Purchasing dated 1989 December 18, the Committee agreed to submit the following recommendation to City and Regional Councils for approval:

That the tender submitted by Microage Computers, Hamilton, for the supply and delivery of computer equipment for the M.I.S.A. Project, in the amount of \$44 519.78, including all applicable taxes, being the lowest acceptable of two tenders received, be accepted.

The meeting then adjourned.

Taken as read and approved,

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

John Thompson, Secretary
1989 December 21

Typed by M. J. Walton

FOR ACTION

1 (d) i

REPORT TO: Chairman and Members
Information Systems Committee

FROM: Mr. J. D. Thompson, Secretary
Information Systems Committee

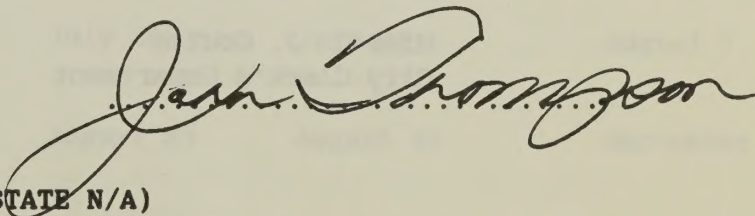
DATE: 1990 February 27
COMM FILE:
DEPT FILE:

SUBJECT:

Revised Meeting Schedule

RECOMMENDATION:

That the Information Systems Committee continue to meeting on the Thursday immediately prior to the last Tuesday of each month at 2:00 o'clock p.m. instead of 9:30 o'clock a.m.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

With the recent implementation of the reorganized committee structure by Hamilton City Council, the meeting time of the new Finance and Administration Committee conflicts with the current meeting schedule of the Information Systems Committee.

As requested, the members of the Information Systems Committee have been canvassed and have no objection to the Committee meeting on the same Thursday at 2:00 p.m. instead of 9:30 a.m.

Attached for reference purposes is a copy of the revised meeting schedule for the Information Systems Committee for 1990.

Attachment

c.c. Alderman J. Gallagher
Chairman
Information Systems Committee

Mr. L. Sage
Chief Administrative Officer
City of Hamilton

Mr. W. M. Carson
Chief Administrative Officer
Regional Municipality of Hamilton-Wentworth

Mr. J. G. Hindson
Director of Information Systems

Miss C. J. Coutts
City Clerk's Department

INFORMATION SYSTEMS COMMITTEE

SCHEDULE OF MEETINGS FOR 1990

<u>Submission Deadline for Reports*</u>	<u>Agenda Review Meeting**</u>	<u>Committee Meeting***</u>	<u>Council Meetings City</u>	<u>Region</u>
<i>CANCELLED - RESCHEDULED TO MARCH 2</i>				
February 9	February 16	February 22	February 27	March 6
March 9	March 16	March 22	March 27	April 3
April 6	April 12	April 19	April 24	May 1
May 11	May 18	May 24	May 29	June 5
June 8	June 15	June 21	June 26	July 3
July 13	July 20	July 26	July 31	August 7
August 10	August 17	August 23	August 28	September 4
September 7	September 14	September 20	September 25	October 2
October 12	October 19	October 25	October 30	November 6
November 9	November 16	November 22	November 27	December 4

No meeting has been scheduled for the month of December.

* City and Regional reports shall be submitted to both City and Regional Chief Administrative Officers and the Secretary no later than 12:00 noon.

** Agenda Review meetings are held in the office of the Regional C.A.O. at 2:00 o'clock p.m.

***Committee meetings are held at 2:00 o'clock p.m. in the Regional Offices unless otherwise advised.

FOR ACTION

2.1

FEB 22 1990

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1990 February 12
COMM FILE:
DEPT FILE: 90.101

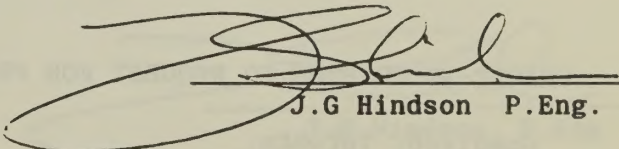
SUBJECT: Leasing Supplier for 3174 Communications Controllers

RECOMMENDATION:

- 1) Triathlon computer leasing of Richmond Hill provide Leasing services in accordance with their Proposal dated 1990 January 24th. Lowest of six leasing proposals received.

IBM 3174 Communications Controllers at \$ 227.39 /month for 60 months.
Funding to be provided from CH-56638-26022 (Communications equipment leasing.)

- 2) The leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).


J.G. Hindson P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Funds are provided in Account # CH-56638-26022.

BACKGROUND:

Communications controllers are devices used to attach up to 32 computer terminals to the computer's Central Processing Unit (CPU).

In January, requests for Proposals were issued to 27 potential suppliers and six completed responses were received by the deadline of 1990 January 24th. Four additional companies indicated that they were unable to respond to the request for proposals.

Below, are the results for the six respondents based on a 60 month lease. It is recommended that the 3174 controllers be leased as required from Triathlon leasing on the basis of the lowest cost per month. Leasing is recommended for communications controller devices due to their specialized nature and uncertain future (salvage) value. The 60 month term is recommended, as the 3174 controller represents current technology and will be serviceable during the 60 month term.

EVALUATION OF LEASE PROPOSALS 1989

3174 Communications Controller, 60 month lease
- sorted in order of monthly cost.

Supplier	Location	3174 Communications Controller Cost/month
Triathlon Leasing	Richmond Hill	\$ 227.39 <--RECOMMENDED
McData Corporation	Broomfield Co.	\$ 242.60
Memorex-Telex	Markham	\$ 248.99
IBM	Hamilton	\$ 250.00
National Bank Leasing	Toronto	\$ 258.06
Scott Computer Leasing	Mississauga	\$ 266.16

UNABLE TO RESPOND TO REQUEST FOR PROPOSAL

Comdisco, Toronto
TD Bank, Toronto
Amdahl, Mississauga
Dana Credit Corp, Hamilton

FOR ACTION

2.2

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1990 February 12

COMM FILE:

DEPT FILE: 90.102

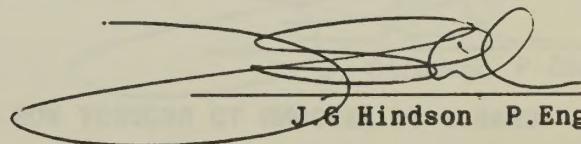
SUBJECT: Leasing Supplier for Communications Processor
(replacement).

RECOMMENDATION:

- 1) Triathlon Leasing of Richmond Hill provide Leasing services in accordance with their Proposal dated 1990 January 24th. Lowest of six leasing proposals received.

One IBM 3745 Communications Processor (replacement unit) at
\$ 3,194.33 /month for 36 months. Funding to be provided from Account
CH-56638-26022 (Communications equipment leasing).

- 2) The leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).


J. G. Hindson P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Funds are provided in Account # CH-56638-26022. The replacement Processor will cost \$ 190.67 per month less than the existing unit.

BACKGROUND:

The Communications Processor is a device which is used to process signals received from remote terminal controllers that are connected to the Host computer. There are currently 195 remote terminals that are connected to the Host computers.

As the Committee was advised in the fall of 1989, the current communications processor (a model 3725) is beyond its capacity in terms of handling remote terminals and users. Lack of capacity on this processor has started to seriously affect user services.

In early January, requests for Proposals were issued to 27 potential suppliers and six completed responses were received by the deadline on 1990 January 24th. Four companies indicated that they were unable to respond to the request for proposals.

Below, are the results for the six respondents based on a 36 month lease. It is recommended that the replacement communications processor be leased from Triathlon Computer leasing on the basis of the lowest cost per month. Leasing is recommended due to the specialized nature and uncertain future (salvage) value of the equipment.

EVALUATION OF LEASE PROPOSALS 1990

3745 Communications Processor 36 month lease
- sorted in order of monthly cost.

Supplier	Location	3745 Communications	
		Processor	Cost/month
Triathlon Leasing	Richmond Hill	\$ 3,194.33	<---RECOMMENDED
IBM	Hamilton	\$ 3,299.90	
Scott Computer Leasing	Mississauga	\$ 3,762.77	
Dana Credit Corp	Hamilton	\$ 4,265.37	
National Bank Leasing	Toronto	\$ 4,469.64	
Amdahl	Mississauga	\$ 5,128.94	

UNABLE TO RESPOND TO REQUEST FOR PROPOSAL

Memorex-Telex
McData Corporation
TD Bank
Comdisco Canada Ltd

2.3

FOR ACTION

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

DATE: 1990 February 23

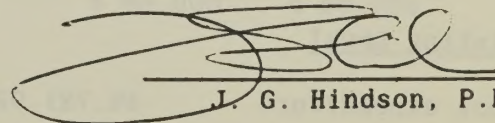
COMM FILE:

DEPT FILE: 90.103

SUBJECT: Information Systems - 1990 Current Budget

RECOMMENDATION:

- 1) That the Regional portion of the Information Systems Budget be approved at the maintenance level and forwarded to the Committee of the Whole for inclusion in the overall 1990 Current Budget; and
- 2) That the New/Enhanced programs as prioritized in Schedule "A" be forwarded to the Committee of the Whole to be included for consideration in the Corporate Priority Setting Process.


J. G. Hindson, P.Eng.

BACKGROUND

The 1990 Current Budgets for all departments are being presented to their respective Committees in accordance with the guidelines set by Council in the 1990 Budget Macro Report (FIN 89-195). These are as follows:

1. The Maintenance Budget -- This is the Base Budget and is the 1990 cost of providing the same level of service as 1989 there are no program changes at this level.
2. Program Changes (Approved But Not Yet Started) -- As Council directed all New/Enhanced Programs approved in 1989 but not yet started are to be reviewed by Committee. These programs are shown in the Maintenance Budget but in the change column. Committees are requested to review these programs and assess whether they can be further delayed or cancelled completely.

3. Program Changes (New or Enhanced) -- As directed by Council program changes are presented in two categories.

Category 1 -- Program changes that are:

- (a) Mandated by specific and identifiable Senior Government Legislation.
- (b) Necessary for health and/or safety or regional citizens or employees.
- (c) Will reduce cost of existing programs, or replace them at a lower net cost to the Region.

Category 2 -- All other Program changes which are either Council Directed or Staff Initiative.

Note: Information Systems does not have Category 1 changes. Category 2 are on Schedule A.

After each Committee has confirmed the inclusion and ranking of the changes in Schedule B they will be submitted to Committee of the Whole for Corporate ranking and approval subject to the availability of funding.

FINANCIAL IMPACT (prepared by Regional Finance Department)

Summarized below is the net impact of the 1990 Maintenance Budgets for the Information Systems Department:

	<u>1989</u> <u>Budget</u>	<u>1990</u> <u>Budget</u>	<u>%</u> <u>Increase</u>	<u>Annualized</u> <u>Cost</u>	<u>Annualized</u> <u>%</u>
<u>Existing Level</u>					
Gross expenditure	\$6,721,920	\$7,266,270	8.10	\$7,266.270	8.10
<u>Recoveries</u>					
City of Hamilton					
Boards & Agencies	3,635,820	3,786,370	4.14	3,786,370	4.14
Regional Department	<u>2,318,620</u>	<u>2,570,600</u>	10.87	<u>2,570,600</u>	10.87
Net Levy	\$ <u>767,480</u>	\$ <u>909,300</u>	18.68	\$ <u>909,300</u>	18.68

When the Net Levy is combined with the Direct Cost Allocations to the various Regional Departments, the net impact on the Region is a 12.76% increase over 1989. This is \$89,300 over the Region's projected guideline and is the result of annualization of costs of mid-year upgrade to the mainframe. All other costs are as had been project in the Region's macro budget.

New and/or Enhanced Programs to be Prioritized by Committee

The Program Changes listed in Schedule A are being presented in priority order. Committee is requested to approve the inclusion and ranking prior to submission to Committee of the Whole.

SCHEDULE "A"

REGION OF HAMILTON-WENTWORTH
1990 INFORMATION SYSTEMS CURRENT BUDGET
NEW AND ENHANCED PROGRAMS
TO BE PRIORITIZED

CATEGORY 2 PROGRAM CHANGES

		1990 Cost -----	Annualized Cost -----
#1	Completion of Wang Migration	\$ 37,560	\$ 0
#2	PC Workstation Maintenance	\$ 64,600	\$ 64,600
#3	Communications Network Services	\$ 9,760	\$ 9,760
#4	Support Services	\$ 18,800	\$ 18,800
#5	Administrative Support	\$ 10,720	\$ 10,720
#6	Workstation Replacement Fund	\$ 60,000	\$ 60,000

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR

UNITED STATES GEOLOGICAL SURVEY
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20506
OFFICE OF THE ASSISTANT ATTORNEY GENERAL
WASHINGTON, D. C. 20530
ATTENTION: LAND ACQUISITION SECTION
WASHINGTON, D. C. 20530

RE: [Illegible]
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The Regional Municipality of Hamilton-Wentworth

The Corporation of the City of Hamilton

1990 Information Systems Budget



INFORMATION SYSTEMS



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 4E2
(416) 526-4563

1990 February 22

Mr. J. D. Thompson
Secretary, Information Systems Committee

Re: 1990 Information Systems Budget

Enclosed please find the proposed 1990 Budget for Information System services to be supplied to the Regional Municipality of Hamilton Wentworth and The Corporation of the City of Hamilton.

Information Systems provides services to all Region and City Departments and Boards and currently supports more than 100 major applications. These applications are operating on three computer architectures with over 800 connected terminals, and over 400 workstations.

The Budget reflects the Management Plan and strategy of coordinating information systems requirements, rationalizing resources and providing the technological base for improving productivity.

A major portion of Information Systems activities are associated with maintaining existing systems. However, new or major enhancements in 1990 services include:

- 1) Post-implementation development of the Financial Information Systems services for on-line operation and support for the MSA Government Expert Series General Ledger, Accounts Payable, Budgetary Control and Purchasing subsystems.
- 2) Enhancements to the Social Service system.
- 3) Preparation for Property Information database and new taxation system, including interfaces with the Parcil project.
- 4) Interim modifications to the Employee attendance reporting system.
- 5) Phase II of the Disaster recovery Plan.
- 6) Municipal Activity Cost System (MACS) design and pilot project.
- 7) Expansion of the "Buscheck" and Automatic Passenger Counting systems to additional routes.
- 8) Implementation of the Transit Dispatch and Operator timekeeping system.
- 9) Integration of Transit-related accounting operations with the Financial Information System (MSA).
- 10) Implementation of Transit Information system for Information operators.

COMPARISON OF 1990 and 1989 UNIT COSTS AND RATES

Table A indicates a comparison of 1989 and 1990 service rates and units. In general the estimated rates for each type of service is down and the number of units for each type of service has increased. Exceptions are the CPU (Central Processing Unit) rate, which has increased to reflect the cost of the upgrade to increased on-line service demands. Also, the Data Entry rate which has increased due to falling demand. In this case, plans are in place to downsize the resources used to provide this service and reduce the rate by 1991.

Services Provided to the Region of Hamilton-Wentworth:

Total expenses associated with Information Systems related services for Regional Departments is up 12.76 % over 1989. Some of these services are associated with expenses that have been initiated by the User Departments and are processed through the Systems accounts such as the leasing of workstations and the services associated with the HSR.

A summary of the changes to expenditures is as follows:

	Amount	Cumulative Total	%	Comments
=====	=====	=====	=====	=====
1989 Base:		\$ 3,086,100		
1)	\$ 3,110	\$ 3,092,210	0.10%	Balance of salary adjustment
2)	\$ 44,308	\$ 3,133,518	1.54%	Salary inflation and OHIP adjustment
3)	\$ 65,347	\$ 3,198,865	3.65%	Inflation on balance [1]
4)	\$ 79,515	\$ 3,278,380	6.23%	Annualized upgrade impact
[2] -----				
5)	\$ 89,280	\$ 3,367,660	9.12%	Process Control (HSR/CCL/Eng)
6)	\$ 112,240	\$ 3,479,900	12.76%	Department Workstation leases

- NOTES [1] Less Process Control and levy portion
 [2] Amounts below the line initiated by User Departments
 [3] Reduction on Provincial subsidy (per agreements)

Revenues from Regional Departments are only 10.87% higher than 1989. These revenue increases, in most cases, do not reflect the increased consumption of resources. Therefore, the balance of funding requirements is reflected on the Information Systems "levy line".

The distribution of all costs and services provided to the Region is detailed in the Section entitled "Services provided to the Region of Hamilton-Wentworth". Each type of service (e.g. Data Entry, CPU Processing costs etc.) is detailed by Department within each User Group category. The User Group category is used to organize and coordinate User needs and systems resources in working groups of Users.

TABLE A

COMPARISON OF 1989 and 1990 RATES FOR INFORMATION SYSTEM SERVICES

SERVICE	UNIT	1990 RATE	1989 ACTUAL RATE	% Change	Comments
DATA ENTRY	EACH	0.00507	0.00475	6.7%	Staff reductions planned
MICROFILM	IMAGE	0.05302	0.06576	-19.4%	Increased productivity
CPU	HOUR	1,514.95200	1,222.55730	23.9%	Increased power for on-line applications
LINES PRINTED	EACH	0.00120	0.00137	-12.7%	Less cost/unit
DASD	%/MONTH	504.34167	428.78444	17.6%	Additional capacity for large applications
ANALYST	HOUR	63.53052	58.16083	9.2%	Includes adjusted 1989 (hours)
PROGRAMMER	HOUR	43.06701	39.44006	9.2%	1989 & 1990 Salary incr and hours adjust
CONN. with Comm	/MONTH	45.90117	53.27200	-13.8%	Reduced controller costs
CONN. w/o Comm	/MONTH	26.10740	30.00500	-13.0%	Reduced controller costs
TERM. M/F City	/MONTH	48.95349	62.00600	-21.1%	Reduced maintenance costs
TERM. M/F Region	/MONTH	6.63978	n/appl		
TERM. M/F P/C	/MONTH	191.11667	212.87400	-10.2%	Reduced costs
		0.00000			
TERM. P/C	/MONTH	211.24269	190.09800	11.1%	Specialized units (CAD)
SUPPORT SERVICES	/TERM/MONT	68.42433	n/appl		
PRINT Rem City	/MONTH	218.75000	259.79200	-15.8%	Reduced units
PRINT Rem Region	/MONTH	58.00000	n/appl		
PRINT Screen	/MONTH	1.89394	68.20500	-97.2%	Less expensive technology
PRINT Matrix	/MONTH	73.67778	67.29000	9.5%	Variance
PRINT Laser	/MONTH	163.42593	202.08300	-19.1%	Less expensive technology

Cost Savings/Resource values transferred to other Regional Departments:

In 1989 the following savings and/or value of resources (totalling \$93,910) were eliminated and the (base) was transferred to other Departments. These savings are ongoing in 1990 and will be permanent.

- a) Elimination of \$40,000 in annual charges (savings reflected in respective Department budgets rather than I/S budget.
- b) Transfer of \$ 53,910 in Administration charges and base value back to Finance Department (1.2 employee equivalents).

Recommended Service Enhancements

Service enhancement packages (Region share) for 1990 are as follows:

Priority	Description	Amount
#1	Completion of Wang Migration	\$ 37,560
#2	PC Workstation Maintenance	\$ 64,600
#3	Communications Network Services	\$ 9,760
#4	Support Services	\$ 18,800
#5	Administrative Support	\$ 10,720
#6	Workstation Replacement Fund	\$ 60,000

Services provided to the City of Hamilton:

Total expenses associated with Information Systems related services for the City of Hamilton and the Hamilton Public Library are up 4.14 % over 1989. Some of these services are associated with expenses that have initiated by the User Departments and are processed through the Systems Accounts such as the leasing of workstations for HECFI and the Parking Authority. The 4.14% includes a downward base adjustment that reflects reduced expenditures and cost-cutting measures (that can only affect the City of Hamilton) introduced in 1989.

A summary of the changes to expenditures is as follows:

	Amount	Cumulative Total	%	Comments
=====				
1989 Base		\$ 3,635,820		
1)	\$ 9,560	\$ 3,645,380	0.26%	Library base increase
2)	\$ 190,410	\$ 3,835,790	5.50%	Inflation less Library
3)	\$ 113,878	\$ 3,949,688	8.63%	Impact of upgrade
4)	\$ (168,828)	\$ 3,780,840	3.99%	Base reduction (cuts)
[1] -----				
5)	\$ 5,530	\$ 3,786,370	4.14%	Additional leases for Boards

NOTES [1] Amounts below the line initiated by User Departments

The distribution of all costs and services provided to the City is detailed in the section entitled "Services Provided to The City of Hamilton". Each type of service (e.g. Data Entry, CPU Processing costs etc.) is detailed by Department within each User Group category.

Recommended Service Enhancements

Service enhancement packages (City share) for 1990 are as follows:

Priority	Description	Amount

#1	Communications Network Services	\$ 22,270
#2	Support Services	\$ 18,800
#3	Administrative Support	\$ 13,700

Cost sharing between the Region and City:

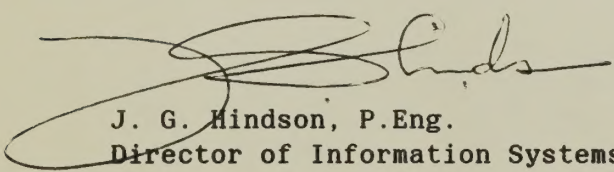
The proposed budget includes:

- 1) The replacement of the 50/50 split between the Region and City for Administration and Planning. In its place, administration charges are applied to Systems services on a pro-rated basis.
- 2) The replacement of the shared costs for all Support Services (Office Automation support) on a 50/50 basis between the Region and City. In 1990 Support Services costs are allocated on the basis of the number of Workstations in each Department.

Effective in January of 1990, all costs are distributed between the Region and City based on a "fee for service" basis.

The 1990's will present many challenges in terms of implementing the types of information technology that can provide for more efficient operations. However, to be as effective as possible, this technology may require changes in the organizational structures of the Corporations.

Respectfully submitted



J. G. Hindson, P.Eng.
Director of Information Systems

INFORMATION SYSTEMS

1990 BUDGET

Category	1989 Budget	1990 Budget	1990 Actual	1990 Variance
Statewide	26,171,913	27,366,700	27,366,700	0.00
Regional	1,022,000	1,100,000	1,100,000	78,000
Local	2,100,000	2,200,000	2,200,000	100,000
Other	1,000,000	1,000,000	1,000,000	0.00
Total	29,293,913	30,666,700	30,666,700	1,372,787

1990 INFORMATION SYSTEMS

The 1990 Information Systems Budget has been consolidated from the old Region's Systems Budget and the City Budget to an Information Systems fully recovered budget. The full recovery from the Region's Department will be done after Budget approval and will be the distribution of the Region's net levy line shown on Summary Page 1 attached. The detail of this Summary Page is shown on Pages 2 to 12 and consists of the following Divisions:

1. Administration and Systems Planning (Allocated to All Other Divisions)
2. Systems Analysis
3. Programming
4. Business Systems Central Processing
5. User Software
6. Communications
7. Data Entry
8. Process Control Systems
9. Support Services - Workstation Support
10. Support Services - Hardware and Software
11. Image Processing

For each of these sections (excluding Administration which is a cost allocation to the various Divisions), the 1990 budgeted cost recovery is shown by City and each Regional Department. It was not possible to distribute the 1989 Budget or probable actual at this time, but since this is the transition year it will be done for 1991 and onwards. The discussion and comparison to actual for 1990 Budget will have to be at the Macro level as shown on Page 1.

The 1990 Information Systems Budget requires \$909,300 in General Levy financing. This represents an increase of 18.48% over the 1989 costs. The macro budget projected an increase of 6.84% to \$820,000. Therefore the 1990 Information Systems Budget is \$89,300 over macro. This is a result of the annualization of the expansion to the main frame computer.

Synopsis

	<u>1989 Budget</u>	<u>1990 Budget</u>	<u>% Increase</u>	<u>Annualized Cost</u>	<u>Annualized %</u>
<u>Existing Level</u>					
Gross Expenditures	\$6,721,920	\$7,266,270	8.10	\$7,266,270	8.10
Recoveries					
City of Hamilton, Boards & Agencies	3,635,820	3,786,370	4.14	3,786,370	4.14
Regional Departments	<u>2,318,620</u>	<u>2,570,600</u>	10.87	<u>2,570,600</u>	10.87
Net Levy Impact	<u>\$ 767,480</u>	<u>\$ 909,300</u>	18.48	<u>\$ 909,300</u>	18.48

Proposed Program Changes

	<u>1990 Budget</u>	<u>% Increase</u>	<u>Annualized Cost</u>	<u>Annualized %</u>
1) Wang Migration	\$ 37,560	5.46	\$ 0	0
2) PC Maintenance	64,600	8.42	64,600	8.42
3) Communication Network	9,760	1.27	9,760	1.27
4) Productivity Enhancement	18,800	2.45	18,800	2.45
5) Administrative Support	7,150	0.93	7,150	0.93
6) Workstation Replacement	60,000	7.82	60,000	7.82
Subtotal P.I.F.'s	<u>\$ 197,870</u>	<u>26.35</u>	<u>\$ 160,310</u>	<u>20.89</u>
Proposed Levy Impact	<u>\$1,107,170</u>	<u>44.26</u>	<u>\$1,069,610</u>	<u>39.37</u>

#0691B-46-47

DEPARTMENT COST SUMMARY

FUNCTION : GENERAL GOVERNMENT
DEPARTMENT: INFORMATION SYSTEMS

EXPENDITURES - GROSS	1989 BUDGET	1989 ACTUAL	1990 EXISTING	1990 CHANGE	PROPOSED BUDGET	INCREASE PROPOSED
ADMINISTRATION & SYSTEMS PLANNING	0	0	0	0	0	NA
SYSTEMS ANALYSIS	803,640	758,430	776,470	0	776,470	-3.38%
PROGRAMMING	818,130	739,660	781,230	0	781,230	-4.51%
BUSINESS SYSTEMS CENTRAL PROCESSING	2,200,700	2,323,690	2,667,580	0	2,667,580	21.22%
USER SOFTWARE	194,930	106,980	174,410	0	174,410	-10.53%
COMMUNICATIONS	230,300	202,630	225,240	0	225,240	-2.20%
DATA ENTRY	214,680	216,060	185,150	0	185,150	-13.76%
PROCESS CONTROL SYSTEMS	991,810	908,160	1,081,090	0	1,081,090	9.00%
SUPPORT SERVICES - WORKSTATIONS	203,580	206,700	285,740	0	285,740	40.36%
SUPPORT SERVICES - HARD/SOFTWARE	884,330	873,830	906,800	0	906,800	2.54%
IMAGE PROCESSING	179,820	201,060	182,560	0	182,560	1.52%
TOTAL EXPENDITURES	6,721,920	6,537,200	7,266,270	0	7,266,270	8.10%
REVENUES - GROSS						
CITY OF HAMILTON & LIBRARY	3,635,820	3,451,550	3,786,370	0	3,786,370	4.14%
REGION OF HAMILTON-WENTWORTH	3,086,100	3,085,650	3,479,900	0	3,479,900	12.76%
RECOVERIES FROM REGIONAL DEPARTMENTS						
CHAIRMAN	0	0	1,050	0	1,050	
CLERKS	8,780	8,270	9,260	0	9,260	
CAO/INTERNAL AUDIT	2,940	2,940	3,100	0	3,100	
SOLICITOR	670	670	710	0	710	
FINANCE - ACCOUNTING	371,290	584,450	379,740	0	379,740	
FINANCE - FINANCE	6,910	7,110	19,190	0	19,190	
FINANCE - METERED WATER	110,000	227,400	118,660	0	118,660	
FINANCE - REVENUE	2,400	9,490	7,460	0	7,460	
SUBTOTAL FINANCE	490,600	828,450	525,050	0	525,050	
HUMAN RESOURCES	527,110	576,630	562,940	0	562,940	
POLICE	630	630	670	0	670	
H.S.R.	983,610	908,920	1,081,090	0	1,081,090	
GENERAL ENGINEERING	22,250	6,680	23,470	0	23,470	
HEALTH	16,600	16,600	17,510	0	17,510	
SOCIAL SERVICES	214,890	146,630	180,200	0	180,200	
SOCIAL SERVICES - CAPITAL	0	42,250	0	0	0	
MACASSA LODGE	2,710	2,430	2,850	0	2,850	
WENTWORTH LODGE	2,700	0	2,850	0	2,850	
PLANNING	37,650	35,160	39,720	0	39,720	
ECONOMIC DEVELOPMENT	7,480	7,480	7,890	0	7,890	
SUB-TOTAL RECOVERIES FROM DEPARTMENTS	2,318,620	2,583,740	2,458,360	0	2,458,360	6.03%
PC LEASING	0	42,040	112,240	0	112,240	
TOTAL RECOVERIES FROM DEPARTMENTS	2,318,620	2,625,780	2,570,600	0	2,570,600	10.87%
WANG MIGRATION	0	0	111,330	0	111,330	
UNALLOCATED REGIONAL COSTS	418,730	97,770	788,670	0	788,670	
SUPPORT SERVICES	86,330	89,480	0	0	0	
ADMINISTRATION	262,420	272,620	0	0	0	
TO BE MET FROM GENERAL LEVY	767,480	459,870	909,300	0	909,300	18.48%

PROGRAM COST SUMMARY

DEPARTMENT: INFORMATION SYSTEMS
 PROGRAM : ADMINISTRATION & SYSTEMS PLANNING

ACCOUNT NUMBER DESCRIPTION	1989 BUDGET	1989 ACTUAL	1990 EXISTING	1990 CHANGE	1990 PROPOSED BUDGET	% INCREASE PROPOSED
EXPENDITURES						
Salaries and Wages	398,040	388,700	366,970		366,970	-7.81%
Employee Benefits	37,150	50,470	53,450		53,450	43.88%
Staff Travel	5,180	2,140	5,000		5,000	-3.47%
Staff Training	7490	9,100	7,500		7,500	NA
Meeting Expenses	1,170	2,730	1,220		1,220	NA
Consulting Services	5,000	8,550	5,980		5,980	19.60%
Office Supplies	7510	8140	7850		7,850	4.53%
Books & Library	910	520	950		950	4.40%
Memberships & Subscriptions	1220	1790	1270		1,270	4.10%
Telephone Expense	12,300	3,610	12,850		12,850	4.47%
Rent - Office	41,200	41,200	43,050		43,050	4.49%
Rent - Car Pool	460	1,580	480		480	4.35%
Rent - Office Equipment	4,590	3,280	4,300		4,300	-6.32%
Repairs & Mtce - Office Equip.	1,810	3,330	1,890		1,890	4.42%
Office Furniture	9,360	10,100	9,360		9,360	0.00%
Administrative Recovery	(533,390)	(535,240)	(522,120)		(522,120)	
Total Expenditures	0	0	0	0	0	NA

PROGRAM COST SUMMARY

DEPARTMENT: INFORMATION SYSTEMS

PROGRAM : SYSTEMS ANALYSIS

DESCRIPTION	1989 BUDGET	1989 ACTUAL	1990 EXISTING	1990 CHANGE	1990 PROPOSED BUDGET	% INCREASE PROPOSED
EXPENDITURES						
Salaries & Wages	496,180	418,720	405,370		405,370	-18.30%
Benefits	74,050	62,150	64,720		64,720	-12.60%
Staff Travel	980	510	260		260	-73.47%
Staff Training	8,360	9,030	9,500		9,500	13.64%
Various Contractual	111,200	176,680	185,810		185,810	67.10%
Rent - Office Equipment	29,700	10,890	26,840		26,840	-9.63%
Rent - Computer Equipment	0	0	0		0	NA
Equipment Repair	3,160	160	5,120		5,120	62.03%
Administration	80,010	80,290	78,850		78,850	-1.45%
Total Expenditures	803,640	758,430	776,470	0	776,470	-3.38%
REVENUES						
City of Hamilton & Library			459,450		459,450	NA
Regional Departments						
Solicitor			6,350		6,350	NA
Finance			29,220		29,220	NA
Human Resources			86,400		86,400	NA
General Engineering			22,240		22,240	NA
Social Services			86,400		86,400	NA
Planning			0		0	NA
Systems			86,410		86,410	
Total Revenues	NA	NA	776,470	0	776,470	NA
To Be Met From General Levy	NA	NA	0	0	0	NA

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : PROGRAMMING

DESCRIPTION	1989 BUDGET	1989 ACTUAL	1990 EXISTING	1990 CHANGE	1990 PROPOSED	% INCREASE PROPOSED
EXPENDITURES						
Salaries & Wages	484,660	445,040	471,600		471,600	-2.69%
Benefits	72,120	71,570	81,060		81,060	12.40%
Staff Travel	50	0	50		50	0.00%
Staff Training	11,000	8,330	11,500		11,500	4.55%
Leasing - Terminals	27,810	1,990	29,160		29,160	4.85%
Maintenance	1,590	600	1,000		1,000	-37.11%
Various Contractual	132,200	123,130	103,710		103,710	
Administration	88,700	89,000	83,150		83,150	-6.26%
Total Expenditures	818,130	739,660	781,230	0	781,230	-4.51%
REVENUES						
City of Hamilton & Library			472,100		472,100	NA
Regional Departments						
Finance			58,570		58,570	NA
Human Resources			175,720		175,720	NA
General Engineering			8,610		8,610	NA
Social Services			41,300		41,300	NA
Systems			24,930		24,930	
Total Revenues	NA	NA	781,230	0	781,230	NA
To Be Met From General Levy	NA	NA	0	0	0	NA

DEPARTMENT: INFORMATION SYSTEMS

PROGRAM : BUSINESS SYSTEMS CENTRAL PROCESSING

DESCRIPTION	1989 BUDGET	1989 ACTUAL	1990 EXISTING	1990 CHANGE	1990 PROPOSED BUDGET	% INCREASE PROPOSED

EXPENDITURES						
Salaries & Wages	364,110	402,790	508,110		508,110	39.55%
Benefits	61,140	64,610	87,220		87,220	42.66%
Staff Training	9,230	6,200	9,650		9,650	4.55%
Office Supplies	1,100	390	1,150		1,150	4.55%
Postage & Courier	0	0	3,000		3,000	NA
Software	304,480	314,560	361,250		361,250	18.64%
Operating Supplies	93,900	119,160	107,340		107,340	14.31%
Insurance	12,640	15,740	13,210		13,210	4.51%
Various Contractual	51,200	44,000	67,170		67,170	31.19%
Equipment Rental	900,330	960,400	1,127,550		1,127,550	25.24%
Security	4,180	6,640	6,000		6,000	43.54%
Maintenance	123,430	113,290	105,040		105,040	-14.90%
Administration	274,960	275,910	270,890		270,890	-1.48%
	-----	-----	-----	-----	-----	
Total Expenditures	2,200,700	2,323,690	2,667,580	0	2,667,580	21.22%
	-----	-----	-----	-----	-----	
REVENUES						
City of Hamilton & Library			1,508,630		1,508,630	NA
Regional Departments						
Clerks			11,580		11,580	NA
Finance			715,320		715,320	NA
Human Resources			280,470		280,470	NA
General Engineering			17,500		17,500	NA
Social Services			79,890		79,890	NA
Planning			54,190		54,190	NA
	-----	-----	-----	-----	-----	
Total Revenues	NA	NA	2,667,580	0	2,667,580	NA
	-----	-----	-----	-----	-----	
To Be Met From General Levy						
	NA	NA	0	0	0	NA
	-----	-----	-----	-----	-----	

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : USER SOFTWARE

DESCRIPTION	1989 BUDGET	1989 ACTUAL	1990 EXISTING	1990 CHANGE	1990 PROPOSED BUDGET	% INCREASE PROPOSED
EXPENDITURES						
Software Maintenance	194,930	106,980	174,410		174,410	-10.53%
Total Expenditures	194,930	106,980	174,410	0	174,410	-10.53%
REVENUES						
City of Hamilton & Library			100,710		100,710	NA
Regional Departments						
Finance			30,700		30,700	NA
Human Resources			43,000		43,000	NA
Total Revenues	NA	NA	174,410	0	174,410	NA
To Be Met From General Levy	NA	NA	0	0	0	NA

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : COMMUNICATIONS

DESCRIPTION	BUDGET	ACTUAL	EXISTING	CHANGE	BUDGET	PROPOSED
EXPENDITURES						
Terminals & Cables	10,450	24,230	26,200		26,200	150.72%
Rent - Computer Equipment	156,980	131,830	135,270		135,270	-13.83%
Rent - Communication Equip.	22,100	19,330	33,500		33,500	51.58%
Equipment Repair	17,570	3,960	7,400		7,400	-57.88%
Administration	23,200	23,280	22,870		22,870	-1.42%
Total Expenditures	230,300	202,630	225,240	0	225,240	-2.20%
REVENUES						
City of Hamilton & Library			174,030		174,030	NA
Regional Departments						
Clerks			1,180		1,180	NA
CAO/Internal Audit			3,310		3,310	NA
Solicitor			2,200		2,200	NA
Finance			18,190		18,190	NA
Human Resources			13,220		13,220	NA
Police			1,650		1,650	NA
General Engineering			1,490		1,490	NA
Social Services			4,390		4,390	NA
Planning			5,030		5,030	NA
Economic Development			550		550	NA
Total Revenues	NA	NA	225,240	0	225,240	NA
To Be Met From General Levy	NA	NA	0	0	0	NA

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : DATA ENTRY

DESCRIPTION	1989 BUDGET	1989 ACTUAL	1990 EXISTING	1990 CHANGE	1990 PROPOSED BUDGET	% INCREASE PROPOSED
EXPENDITURES						
Salaries & Wages	141,040	141,020	124,740		124,740	-11.56%
Benefits	22,070	23,390	25,340		25,340	14.82%
Software	2,500	1,400	0		0	-100.00%
Operating Supplies	400	7,830	420		420	5.00%
Rent - Computer Equip.	23,800	16,900	10,150		10,150	-57.35%
Equipment Repair	4,810	5,390	5,700		5,700	18.50%
Administration	20,060	20,130	18,800		18,800	-6.28%
Total Expenditures	214,680	216,060	185,150	0	185,150	-13.76%
REVENUES						
City of Hamilton & Library			82,840		82,840	NA
Regional Departments						
Finance			20,290		20,290	NA
Human Resources			80,140		80,140	NA
General Engineering			1,270		1,270	NA
Planning			610		610	NA
Total Revenues	NA	NA	185,150	0	185,150	NA
To Be Met From General Levy	NA	NA	0	0	0	NA

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : PROCESS CONTROL SYSTEMS

DESCRIPTION	1989	1989	1990	1990	1990	%
	BUDGET	ACTUAL	EXISTING	CHANGE	PROPOSED BUDGET	INCREASE PROPOSED
EXPENDITURES						
Staff Travel	7,000	6,000	7,000		7,000	0.00%
Staff Training	16,900	17,370	20,000		20,000	18.34%
Consultant Fees	10,000	1,000	10,000		10,000	0.00%
Office Supplies	9,300	13,750	11,850		11,850	27.42%
Software	16,000	9,000	20,500		20,500	28.13%
Operating Supplies	18,000	11,270	10,000		10,000	-44.44%
Communication - Radio	22,500	18,500	22,200		22,200	-1.33%
Various Contractual	448,600	381,900	455,170		455,170	1.46%
Rent - Computer Software	217,430	192,000	248,410		248,410	14.25%
Contractual Communications	12,120	14,000	13,150		13,150	8.50%
Maintenance	132,720	126,300	170,550		170,550	28.50%
Equipment - Hardware	18,500	31,000	21,000		21,000	13.51%
Contractual - Terminal	8,400	7,100	8,400		8,400	0.00%
Communication - Leased/Bell	41,340	57,630	43,860		43,860	6.10%
Telephones	13,000	21,340	19,000		19,000	46.15%
Total Expenditures	991,810	908,160	1,081,090	0	1,081,090	9.00%
REVENUES						
Regional Departments						
HSR			1,081,090		1,081,090	9.00%
Total Revenues	NA	NA	1,081,090	0	1,081,090	NA
To Be Met From General Levy	NA	NA	0	0	0	NA

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : SUPPORT SERVICES - WORKSTATION SUPPORT

DESCRIPTION	1989 BUDGET	1989 ACTUAL	1990 EXISTING	1990 CHANGE	1990 PROPOSED	% INCREASE PROPOSED
EXPENDITURES						
Salaries	146,730	141,990	205,800		205,800	40.26%
Benefits	17,200	22,160	33,560		33,560	95.12%
Meeting Expense	0	0	2,500		2,500	NA
Staff Travel	450	410	470		470	4.44%
Staff Training	10,000	11,490	10,450		10,450	4.50%
Office Supplies	1,570	2,920	1,640		1,640	4.46%
Computer Software	0	0	0		0	NA
Books & Library	0	0	1,700		1,700	NA
Memberships & Subscriptions	0	0	600		600	NA
Administration	27,630	27,730	29,020		29,020	5.03%
Total Expenditures	203,580	206,700	285,740	0	285,740	40.36%
REVENUES						
City of Hamilton & Library			128,910		128,910	NA
Regional Departments						
Chairman			1,640		1,640	NA
Clerks			5,750		5,750	NA
CAO/Internal Audit			7,390		7,390	NA
Solicitor			10,670		10,670	NA
Finance			41,060		41,060	NA
Human Resources			29,560		29,560	NA
Police			820		820	NA
H.S.R.			820		820	NA
Health			15,600		15,600	NA
Social Services			12,320		12,320	NA
Macassa Lodge			2,050		2,050	NA
Wentworth Lodge			2,050		2,050	NA
Planning			13,140		13,140	NA
Economic Development			11,500		11,500	NA
Systems			2,460		2,460	NA
Total Revenues	NA	NA	285,740	0	285,740	NA
To Be Met From General Levy	NA	NA	0	0	0	NA

DEPARTMENT: INFORMATION SYSTEMS

PROGRAM : SUPPORT SERVICES - HARDWARE & SOFTWARE

DESCRIPTION	1989	1989	1990	1990	1990	%
	BUDGET	ACTUAL	EXISTING	CHANGE	PROPOSED BUDGET	INCREASE PROPOSED
EXPENDITURES						
Software - Region	78,440	34,330	590		590	-99.25%
Software - City	42,470	71,420	9,220		9,220	-78.29%
Equipment Leases	511,150	569,710	709,610		709,610	38.83%
Maintenance - City	127,240	53,690	90,350		90,350	-28.99%
Maintenance - Region	125,030	144,680	97,030		97,030	-22.39%
Total Expenditures	884,330	873,830	906,800	0	906,800	2.54%
City of Hamilton & Library			673,150		673,150	NA
Regional Departments						
Chairman			1,170		1,170	NA
Clerks			7,910		7,910	NA
CAO/Internal Audit			8,750		8,750	NA
Solicitor			25,760		25,760	NA
Finance			12,730		12,730	NA
Human Resources			45,690		45,690	NA
Police			0		0	NA
General Engineering			0		0	NA
Health			5,100		5,100	NA
Social Services			3,260		3,260	NA
Macassa Lodge			0		0	NA
Wentworth Lodge			0		0	NA
Planning			26,570		26,570	NA
Economic Development			17,170		17,170	NA
Systems			79,540		79,540	
Total Revenues	NA	NA	906,800	0	906,800	NA
To Be Met From General Levy	NA	NA	0	0	0	NA

PROGRAM INFORMATION FORM

DEPARTMENT NAME: Information Systems

NO: 1

PROGRAM NAME: Complete Wang Migration

ORIGIN

- ☐ NEW PROGRAM
☒ ENHANCED EXISTING PROGRAM
☐ PROGRAM DELETION
☐ PROGRAM REDUCTION

- ☐ Provincial Legislation
☐ Council Directive
☒ Department Initiative

DESCRIPTION:

To complete the migration of Wang-based computer applications to PC and/or IBM or other computer environment. Application include Accounts Receivable, Solid Waste receipts, Capital Budgets, Porta Processor interface. In some cases, needed improvements or enhancements will also be incorporated. The Gross cost is \$148,890 of which \$37,560 requires funding.

BENEFIT/OBJECTIVE:

To complete migration of application software from Wang to PC and/or other host compute environments.

CONSEQUENCE OF NOT DOING: Necessary to retain main Wang processor at annual maintenance cost of \$100,000.

<u>Costs</u>	<u>1989 Budget</u>	<u>1990 Cost</u>	<u>Annualized Cost</u>
Salary/Benefits			
Purchased Services			
Other		37,560	0
<u>Recoveries</u>			
Subsidies			
Fees & Charges		0	0
Net Levy Impact		37,560	0
* Show Linkage to Other Departments (see attached Schedule)			

Existing

Proposed

Annualized

Staff Complement for
Proposed Program:

- ☐ Permanent
☐ Part Time
☐ Contract
☐ Temporary
- ☐ Years

PROGRAM INFORMATION FORM

DEPARTMENT NAME: INFORMATION SYSTEMS

NO: 3

PROGRAM NAME: COMMUNICATIONS NETWORK SERVICES

ORIGIN

- ☐ NEW PROGRAM
☒ ENHANCED EXISTING PROGRAM
☐ PROGRAM DELETION
☐ PROGRAM REDUCTION

- ☐ Provincial Legislation
☐ Council Directive
☒ Department Initiative

DESCRIPTION:

To provide and maintain appropriate service level for requests to add, change users and user security access to computer applications. There is currently a backlog of more than 150 requests to add or change users. Cost to be shared with City.

Region portion (\$ 9,760),
 City portion (\$33,240)

BENEFIT/OBJECTIVE: Appropriate level of service for communications network services

CONSEQUENCE OF NOT DOING: Poor response time to add/change user access

<u>Costs</u>	<u>1989 Budget</u>	<u>1990 Cost</u>	<u>Annualized Cost</u>
Salary/Benefits			ADDITIONAL
Purchased Services			
Other		9760	9,760
<u>Recoveries</u>			
Subsidies			
Fees & Charges			
Net Levy Impact		9760	9,760

- Show Linkage to Other
 Departments
 (see attached Schedule)

	<u>Existing</u>	<u>Proposed</u>	<u>Annualized</u>
Staff Complement for Proposed Program:			

- ☐ Permanent
☐ Part Time
☐ Contract
☐ Temporary
- ☐ Years

LINKAGE TO OTHER DEPARTMENTS

PROGRAM:

PC Maintenance -- Regional Departments

Justification for Cost Allocation:

Fee for Service

Calculation of Cost:

Unit of Measure

1

Cost per Unit = \$1

<u>Departments Charged</u>	<u>1989 Budget</u>		<u>1990 Cost</u>	
	<u>Units</u>	<u>Cost Allocation</u>	<u>Units</u>	<u>Cost Allocation</u>
Clerk				2,490
Solicitor				5,840
Chairman				750
CAO/Audit				2,250
Economic Development				1,440
Social Services				4,450
Health				7,980
Homes				1,670

Total Cost Allocations
(See Program Info. Form
- Linkage)

\$64,660

Page 2 of 2

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

LINKAGE TO OTHER DEPARTMENTS

PROGRAM: PC Maintenance -- Regional Departments

Justification for Cost Allocation: Fee for Service

Calculation of Cost: Unit of Measure 1 Cost per Unit = \$1

<u>Departments Charged</u>	<u>1989 Budget</u>		<u>1990 Cost</u>	
	<u>Units</u>	<u>Cost Allocation</u>	<u>Units</u>	<u>Cost Allocation</u>
Accounting				4,380
Revenue				1,420
Metered Water				1,710
Finance				4,810
Human Resources				11,010
Police				450
Engineering				10,990
Planning				3,020

Page 1 of 2

Total Cost Allocations
 (See Program Info. Form
 - Linkage)

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

PROGRAM INFORMATION FORM

DEPARTMENT NAME: Information Systems - for Regional Depts. NO: 2

PROGRAM NAME: PC Maintenance - Regional Depts.

ORIGIN

- ☐ NEW PROGRAM
- ☐ ENHANCED EXISTING PROGRAM
- ☐ PROGRAM DELETION
- ☐ PROGRAM REDUCTION

- ☐ Provincial Legislation
- ☐ Council Directive
- ☒ Department Initiative

DESCRIPTION:

To provide funding for computer workstation Maintenance services for Regional Departments as a result of expiry of workstation warranty periods.

BENEFIT/OBJECTIVE:

Maintain computer workstations purchased or leased by various Regional Departments.

CONSEQUENCE OF NOT DOING:

Workstations will not be maintained in serviceable condition.

<u>Costs</u>	<u>1989 Budget</u>	<u>1990 Cost</u>	<u>Annualized Cost</u>
Salary/Benefits			
Purchased Services			
Other		64,660	64,660
<u>Recoveries</u>			
<u>Subsidies</u>			
<u>Fees & Charges</u>			
Net Levy Impact		64,660	64,660
* Show Linkage to Other Departments (see attached Schedule)			

	<u>Existing</u>	<u>Proposed</u>	<u>Annualized</u>
Staff Complement for Proposed Program:			

- ☐ Permanent
 - ☐ Part Time
 - ☐ Contract
 - ☐ Temporary
- ☐ Years

LINKAGE TO OTHER DEPARTMENTS

PROGRAM:

Complete Wang Migration

Justification for Cost Allocation:

1990 Charbeback Review fee for
service

Calculation of Cost:

Unit of Measure

57

Cost per Unit = 1

1

Departments Charged

1989 Budget

1990
Cost

Units

Cost Allocation

Units

Cost Allocation

Finance

37,560

37,560

Total Cost Allocations
(See Program Info. Form
- Linkage)

37,560

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

LINKAGE TO OTHER DEPARTMENTS

PROGRAM:

COMMUNICATIONS NETWORK SERVICES

Justification for Cost Allocation:

COST ALLOCATION BASED ON FEE FOR SERVICE

Calculation of Cost:

Unit of Measure

**Connects/
Year**

Cost per Unit = _____

<u>Departments Charged</u>	<u>1989 Budget</u>		<u>1990 Cost</u>	
	<u>Units</u>	<u>Cost Allocation</u>	<u>Units</u>	<u>Cost Allocation</u>
<u>Clerk</u>	_____	_____	<u>3</u>	<u>240</u>
<u>Solicitor</u>	_____	_____	<u>4</u>	<u>320</u>
<u>CAO/Audit</u>	_____	_____	<u>6</u>	<u>480</u>
<u>Economic Development</u>	_____	_____	<u>1</u>	<u>80</u>
<u>Social Services</u>	_____	_____	<u>14</u>	<u>1,330</u>
<u>Accounting</u>	_____	_____	<u>26</u>	<u>2,100</u>
<u>Revenue</u>	_____	_____	<u>18</u>	<u>1,450</u>
<u>Finance</u>	_____	_____	<u>8</u>	<u>650</u>

Page 1 of 2

**Total Cost Allocations
(See Program Info. Form
- Linkage)**

=====

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

LINKAGE TO OTHER DEPARTMENTS

PROGRAM:

COMMUNICATIONS NETWORK SERVICES

Justification for Cost Allocation:

COST ALLOCATION -- FEE FOR SERVICE

Calculation of Cost:

Unit of Measure

Connects/
Year

Cost per Unit = _____

<u>Departments Charged</u>	<u>1989 Budget</u>		<u>1990 Cost</u>	
	<u>Units</u>	<u>Cost Allocation</u>	<u>Units</u>	<u>Cost Allocation</u>
Human Resources			24	1,940
Police			3	240
Engineering			4	320
Planning			10	810

Page 2 of 2

**Total Cost Allocations
(See Program Info. Form
- Linkage)**

9,760

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

PROGRAM INFORMATION FORM

DEPARTMENT NAME: INFORMATION SYSTEMS

NO: 4

PROGRAM NAME: SUPPORT SERVICES

ORIGIN

- ☐ NEW PROGRAM
- ☒ ENHANCED EXISTING PROGRAM
- ☐ PROGRAM DELETION
- ☐ PROGRAM REDUCTION

- ☐ Provincial Legislation
- ☐ Council Directive
- ☒ Department Initiative

DESCRIPTION:

To maintain and enhance the productivity of all computer users through training, installation support, user help and equipment maintenance services. Number of PC workstations will double in 1990 over 1988 number.
Change from 50/50 split with City to cost allocation basis.

BENEFIT/OBJECTIVE: Improve corporate productivity and employee job satisfaction.

CONSEQUENCE OF NOT DOING: Inefficient use of computer workstations

<u>Costs</u>	<u>1989 Budget</u>	<u>1990 Cost</u>	<u>Annualized Cost</u>
Salary/Benefits	VALUE AS PER 50/50 Split		ADDITIONAL
Purchased Services			
Other		<u>18,800</u>	<u>18,800</u>
<u>Recoveries</u>			
Subsidies			
Fees & Charges			
Net Levy Impact		<u>18,800</u>	<u>18,800</u>

* Show Linkage to Other
Departments
(see attached Schedule)

<u>Existing</u>	<u>Proposed</u>	<u>Annualized</u>
-----------------	-----------------	-------------------

Staff Complement for
Proposed Program:

- | | |
|---|--------------------------------|
| <ul style="list-style-type: none"> ☐ Permanent ☐ Part Time ☐ Contract ☐ Temporary | ☐ Years |
|---|--------------------------------|

LINKAGE TO OTHER DEPARTMENTS

PROGRAM:

SUPPORT SERVICES

Justification for Cost Allocation:

1989 Cost Chargeback review -

ALLOCATE SUPPORT COSTS ON WORKSTATION

BASIS

Calculation of Cost:

Unit of Measure

CPU/yr

Cost per Unit = _____

<u>Departments Charged</u>	<u>1989 Budget</u>		<u>1990</u> ADDITIONAL PIF VALUE	
	<u>Units</u>	<u>Cost Allocation</u>	<u>Units</u>	<u>Cost Allocation</u>
Clerk			7	690
Solicitor			13	1,280
CAO/Audit			9	890
Economic Development			14	1,380
Social Services			15	1,480
Health			19	1,870
Homes			5	490
Accounting			18	1,770

Page 1 of 2

Total Cost Allocations
(See Program Info. Form
- Linkage)

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

LINKAGE TO OTHER DEPARTMENTS

PROGRAM:

SUPPORT SERVICES

Justification for Cost Allocation:

1989 Cost Chargeback review -

ALLOCATE SUPPORT COSTS ON WORKSTATION

BASIS

Calculation of Cost:

Unit of Measure

CPU/yr

Cost per Unit = _____

<u>Departments Charged</u>	<u>1989 Budget</u>		<u>1990 Cost</u>		<u>ADDITIONAL PIF VALUE</u>
	<u>Units</u>	<u>Cost Allocation</u>	<u>Units</u>	<u>Cost Allocation</u>	
Chairman			2		200
Revenue/Water			16		1,580
Finance			16		1,580
Human Resources			36		3,510
Police			1		100
Planning			16		1,580
Info. Systems					400

Page 2 of 2

Total Cost Allocations
(See Program Info. Form
- Linkage)

18,800

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

PROGRAM INFORMATION FORM

DEPARTMENT NAME: INFORMATION SYSTEMS

NO: 5

PROGRAM NAME: ADMINISTRATION SUPPORT

- ☐ NEW PROGRAM
- ☒ ENHANCED EXISTING PROGRAM
- ☐ PROGRAM DELETION
- ☐ PROGRAM REDUCTION

ORIGIN

- ☐ Provincial Legislation
- ☐ Council Directive
- ☒ Department Initiative

DESCRIPTION:

To provide an appropriate level of administration support for Information Systems offices in Fairclough Building. Current ratio is one clerk typist for 60 employees at 2 locations. One additional position needed until offices can be combined in 1993-4. Cost to be shared between City (\$13,650) and Region (\$10,720).

BENEFIT/OBJECTIVE: Enable other administrative staff to concentrate on assigned job functions.

CONSEQUENCE OF NOT DOING: Continued extensive use of temporary help which is equivalent cost and has high turnover

<u>Costs</u>	<u>1989 Budget</u>	<u>1990 Cost</u>	<u>Annualized Cost</u>
Salary/Benefits		ADDITIONAL	ADDITIONAL
Purchased Services			
Other	<u> </u>	<u>7,150</u>	<u>10,720</u>
	<u> </u>	<u> </u>	<u> </u>
<u>Recoveries</u>			
<u>Subsidies</u>			
<u>Fees & Charges</u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
Net Levy Impact	<u> </u>	<u>7,150</u>	<u>10,720</u>

* Show Linkage to Other Departments
(see attached Schedule)

<u>Existing</u>	<u>Proposed</u>	<u>Annualized</u>
-----------------	-----------------	-------------------

Staff Complement for
Proposed Program:

--	--	--

- ☐ Permanent
 - ☐ Part Time
 - ☐ Contract
 - ☐ Temporary
- ☐ Years

LINKAGE TO OTHER DEPARTMENTS

PROGRAM: ADMINISTRATION SUPPORT

Justification for Cost Allocation: 1989 CHARGEBACK REVIEW, ALL INFORMATION
SYSTEMS COSTS ARE TO BE ALLOCATED

Calculation of Cost: **Unit of Measure** \$ **Cost per Unit =** 1

<u>Departments Charged</u>	<u>1989 Budget</u>		<u>1990 Cost</u>	
	<u>Units</u>	<u>Cost Allocation</u>	<u>Units</u>	<u>Cost Allocation</u>
Clerk			\$	80
Solicitor				80
Chairman				10
CAO				40
Economic Development				50
Social Services				1,050
Health				60
Homes				10

Page 1 of 2

Total Cost Allocations
(See Program Info. Form
- Linkage)

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

LINKAGE TO OTHER DEPARTMENTS

PROGRAM: ADMINISTRATION SUPPORT

Justification for Cost Allocation: 1989 CHARGEBACK REVIEW, ALL INFORMATION
SYSTEMS COSTS ARE TO BE ALLOCATED

Calculation of Cost: **Unit of Measure** \$ **Cost per Unit =** 1

<u>Departments Charged</u>	<u>1989 Budget</u>		<u>1990 Cost</u>	
	<u>Units</u>	<u>Cost Allocation</u>	<u>Units</u>	<u>Cost Allocation</u>
Accounting				2,880
Revenue/Water				1,430
Finance				70
Human Resources				3,240
Police				10
Engineering				160
Planning				740
Info. Systems				810

Total Cost Allocations
(See Program Info. Form
- Linkage)

Page 2 of 2

10,720

Linkage to Other Department(s) (where no Cost Allocation applicable):

Department(s) Affected

PROGRAM INFORMATION FORM

DEPARTMENT NAME: INFORMATION SYSTEMS

NO: 56

PROGRAM NAME: WORKSTATION REPLACEMENT FUND

ORIGIN

- ☒ NEW PROGRAM
- ☐ ENHANCED EXISTING PROGRAM
- ☐ PROGRAM DELETION
- ☐ PROGRAM REDUCTION

- ☐ Provincial Legislation
- ☐ Council Directive
- ☒ Department Initiative

DESCRIPTION:

To provide for a replacement fund for the replacement of computer workstations in Regional Departments. Funding to be provided from each Regional Department from current budget such that funds will be available when workstations become functionally or technically obsolete. Funds to be placed in reserve for replacement.

BENEFIT/OBJECTIVE:

Provide for managed depreciation fund for computer workstations.

CONSEQUENCE OF NOT DOING:

One time peaks in current and/or capital budgets to replace obsolete equipment.

<u>Costs</u>	<u>1989 Budget</u>	<u>1990 Cost</u>	<u>Annualized Cost</u>
Salary/Benefits			
Purchased Services			
Other	<u>n/a</u>	<u>60,000</u>	<u>60,000</u>
	<u> </u>	<u> </u>	<u> </u>
<u>Recoveries</u>			
Subsidies			
Fees & Charges	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
Net Levy Impact	<u> </u>	<u>60,000</u>	<u>60,000</u>
	<u> </u>	<u> </u>	<u> </u>
• Show Linkage to Other Departments (see attached Schedule)	<u> </u>	<u> </u>	<u> </u>

Existing

Proposed

Annualized

Staff Complement for
Proposed Program:

- ☐ Permanent
 - ☐ Part Time
 - ☐ Contract
 - ☐ Temporary
- ☐ Years

INFORMATION SYSTEMS SERVICES

PROVIDED TO

THE REGIONAL MUNICIPALITY OF

HAMILTON-WENTWORTH

INFORMATION SYSTEM SERVICES - FOR REGION ONLY

DEPARTMENT	(1) STROKES	(4a) CPU-HRS	DATA ENTR- B A T C H	COST	(4b) CPU-HRS	ON-LINE	COST	(5) DASD DASD%	COST	ANALYST HOURS	(6) COST	PROG HOURS	(7a) CONNECT with Comm.	(7b) CONNECT w/o Comm.	COST
ADMIN/PUBLIC SERV.															
Region Clerk	0	0	4.30	6,514	1.25	1,894	0	0.5	3,026	0	0	0	0	551	2
Region Solicitor	0	0	0.00	0	0.00	0	0	0.0	0	100	6,353	0	0	2,203	0
Region Chairman	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region CAO	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	3,305	0
Region Internal Audit	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Economic Developme	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	551	0
Social Services-Inc Mize	0	0	14.70	22,270	18.00	27,269	0	1.5	9,078	1,360	86,402	959	0	0	14
Social Services-Day Care	0	0	3.50	5,302	5.00	7,575	0	0.3	1,816	0	0	0	0	0	0
Social Services-PHUC	0	0	0.01	15	0.00	0	0	0.0	0	0	0	0	0	0	0
Social Services-HHS	0	0	0.02	30	0.00	0	0	0.0	0	0	0	0	0	0	0
Social Services (former R	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Health	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Hous for Aged	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Accounting	0	0	101.00	153,010	100.00	151,495	0	20.5	124,068	460	29,224	1,360	0	0	26
Region Revenue Division	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Metered Water	0	0	112.00	169,675	14.00	21,209	0	9.8	59,311	0	0	0	0	0	0
Region Finance	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Human Resources	15,800,000	0	93.00	140,891	18.50	28,027	0	11.7	70,810	1,360	86,402	4,080	0	0	8
Region IOS	0	0	0.00	0	0.00	0	0	0.0	0	1,360	86,402	1,451	0	0	0
Region MHS	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Police	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Engineering	250,000	0	0.10	151	0.00	0	0	0.0	0	350	22,236	200	0	0	0
Region Roads	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Freeway/Transp and	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region STP	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region HSR	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region COL	0	0	0.00	0	0.00	0	0	0.0	0	0	0	0	0	0	0
Region Traffic Accidents	0	0	0.30	454	1.30	1,969	0	2.3	13,920	0	0	0	0	0	0
Region Planning	120,000	0	2.32	3,515	21.00	31,814	0	2.8	16,946	0	0	0	0	0	0
PROPERTY															
Total	20,170,000		331.25	501,828	179.05	271,252		49.4	298,974	4,990	317,017	8,050	56	30,846	20,364

(9a) City -TERM.-W/F-			(9b) Region -TERM.-W/F-			(9c) City -TERM.-W/F-P/C			(9d) Re PC-Owned/Ex-TERM. P/C			(9f) SUPPORT SERVICES			(10a) City -PRINT-Remote			(10b) Region -PRINT-Remote			(10c) -PRINT-Screen			(10d) -PRINT-Matrix			(10e) -PRINT-L2		
NBR	COST		NBR	COST		NBR	COST		NBR	COST		TOTAL TERM	COST		NBR	COST		NBR	COST		NBR	COST		NBR	COST		NBR	COST	
0	0		1	80		0	0		7	0		7	5,748		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		13	0		13	10,674		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		2	0		2	1,642		0	0		0	0		0	0		0	0		0	0	
0	0		1	80		0	0		9	0		9	7,390		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		14	0		14	11,495		0	0		0	0		0	0		0	0		0	0	
0	0		11	876		0	0		15	0		15	12,316		0	0		1	696		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		19	0		19	15,601		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		5	0		5	4,105		0	0		0	0		0	0		0	0		0	0	
0	0		3	239		0	0		18	0		18	14,780		0	0		4	2,784		0	0		0	0		0	0	
0	0		0	0		0	0		8	0		8	6,569		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		8	0		8	6,569		0	0		0	0		0	0		0	0		0	0	
0	0		9	717		0	0		16	0		16	13,137		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		36	0		36	29,559		1	2,625		0	0		2	0		45	0		0	0	
9	5,287		4	319		0	0		3	0		3	2,463		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		1	0		1	821		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		1	0		1	821		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
1	587		2	159		0	0		16	0		16	13,137		0	0		0	0		0	0		0	0		0	0	
10	5,874		31	2,470		0	0		191	0		191	156,829		1	2,625		5	3,480		2	0		45	0		0	0	

ser	COST	(11)	(12)	(13)	(14)	(15)	(16)	1990
		Process Control	User Software	n/u	0 Wang	Misc	Software	TOTAL
							Other	COST

0	0	0	0	0	0	580	0	19,080 Region Clerk
0	0	0	0	0	0	0	0	19,230 Region Solicitor
0	0	0	0	0	0	0	0	1,640 Region Chairman
0	0	0	0	0	0	0	0	10,770 Region CAO
0	0	0	0	0	0	300	0	300 Region Internal Audit
0	0	0	0	0	0	1,875	0	13,920 Region Economic Development
0	0	0	0	0	0	0	0	209,800 Social Services-Inc Misc
0	0	0	0	0	0	0	0	16,060 Social Services-Day Care
0	0	0	0	0	0	0	0	30 Social Services-PHOC
0	0	0	0	0	0	0	0	30 Social Services-HMS
0	0	0	0	0	0	1,690	0	1,690 Social Services (former Region work)
0	0	0	0	0	0	3,450	0	19,050 Region Health
0	0	0	0	0	0	0	0	4,110 Region Homes for Aged
0	0	0	30,700	0	0	3,135	0	646,780 Region Accounting
0	0	0	0	0	0	2,300	0	8,870 Region Revenue Division
0	0	0	0	0	0	0	0	295,990 Region Metered Water
0	0	0	0	0	0	3,555	0	21,100 Region Finance
0	0	0	43,000	0	0	0	0	737,680 Region Human Resources
0	0	0	0	0	0	79,225	0	230,900 Region IOS
0	0	0	0	0	0	0	0	0 Region IMS
0	0	0	0	0	0	0	0	2,470 Region Police
0	0	0	0	0	0	0	0	33,950 Region Engineering
0	0	0	0	0	0	0	0	1,380 Region Roads
0	0	0	0	0	0	0	0	6,000 Region Freeway/Transp modelling
0	0	0	0	0	0	0	0	55,000 Region STP
0	0	0	0	0	0	0	0	1,014,680 Region HSR
0	0	0	0	0	0	0	0	7,800 Region CCL
0	0	0	0	0	0	0	0	16,880 Region Traffic Accidents
0	0	0	0	0	0	1,000	0	77,850 Region Planning

0	1,081,090	73,700	0	97,030	0	0	0	3,473,020

INFORMATION SYSTEMS SERVICES

PROVIDED TO

THE CORPORATION OF

THE CITY OF HAMILTON

INFORMATION SYSTEM SERVICES - BY USER GROUP

DEPARTMENT	(1) DATA ENT- B A T C H- STROKES CPU-HRS	(4a) CPU-HRS	COST	(4b) ON-LINE CPU-HRS	COST	(5) DASD DASD%	COST	HOURS	(6) ANALYST HOURS	COST	(7) PROG HOURS	COST	(8a) CONNECT- with Comm.	COST	(8b) CONNECT- w/o Comm.	COST
ADMIN/PUBLIC SERV.	620,000	18.70	28,330	2.10	3,181	3.1	18,762	910	57,813	58,571	1,360	58,571	0	0	0	0
FINANCE	0	170.00	257,542	100.30	151,950	21.5	130,120	900	57,177	151,596	3,520	151,596	0	0	0	0
City Treasury	0	17.50	26,512	0.00	0	0.3	1,816	0	0	0	0	0	0	0	0	0
City Parking Violations	4,000,000	0.00	0	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
City Purchasing	0	0.00	0	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
LIBRARY	35,000	113.00	171,190	270.00	409,037	19.5	118,016	770	48,918	6,116	142	6,116	0	0	70	21,930
City Library	0	0.00	0	0.00	0	0.0	0	0	0	0	0	0	275	151,474	0	0
IOS	0	0.00	0	0.00	0	0.0	0	1,385	87,990	23,816	553	23,816	0	0	0	0
OPERATIONS	0	0.00	0	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
City IIS	0	0.00	0	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
City PMS	0	0.00	0	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
City Other	40,000	1.80	2,727	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
PROPERTY	11,635,000	41.70	63,173	4.60	6,969	6.2	37,523	2,667	169,436	143,499	3,332	143,499	0	0	0	0
City Property	0	0.00	0	0.00	0	0.0	0	590	37,483	88,503	2,055	88,503	0	0	0	0
SYSTEMS DEVELOPMENT	0	0.00	0	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
City Systems Development	0	0.00	0	0.00	0	0.0	0	10	635	0	0	0	0	0	2	627
WORK FOR OTHERS	0	0.00	0	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
City Work for Others	0	0.00	0	0.00	0	0.0	0	0	0	0	0	0	0	0	0	0
City & Library Portion	16,330,000	363	549,473	377	571,137	51	306,236	7,232	459,453	472,101	10,962	472,101	275	151,474	72	22,557

(9a) City			(9b) Region			(9c) City			(9d) Re			(9e) City			(9f)			(10a) City			(10b) Region			(10c)			(10d)			(10e)					
-TERM. -M/F--			LSE/MTCE			-TERM. -M/F--			-TERM. -M/F-P/C			PC-Owned/Ex-Term. P/C			-TERM. -M/F--			SUPPORT SERVICES			-PRINT-Remote			-PRINT-Remote			-PRINT-Screen			-PRINT-Matrix			-PRINT-La		
COST			COST			COST			NBR			NBR			TOTAL TERM	COST			NBR			NBR			NBR			NBR							
6	3,525		0			0			0			0			0			0			0			0			0			0					
4	2,350		0			0			0			0			0			2			0			0			0			0					
0	0		0			0			0			0			0			0			0			0			0			0					
0	0		0			0			0			0			0			0			0			0			0			0					
0	0		0			0			0			0			0			0			0			0			0			0					
85	49,933		0			0			57			144,490			157	128,911			0			0			0			455			9				
6	3,525		0			0			0			0			0			0			0			0			0			0					
0	0		0			0			0			0			0			0			0			0			0			0					
18	10,574		0			0			0			0			0			1			0			0			0			0					
0	0		0			0			0			0			0			0			0			0			0			0					
0	0		0			0			0			0			0			0			0			0			0			0					
119	69,906		0			0			57			144,490			157	128,911			3			0			20			455			9				

ser COST	(11) Process Control	(12) User Software	(13) n/u	(14) Hing Mice	(15) IOS Software	(16) Other	1990 TOTAL COST
0	0	0	0	0	0	0	199,810
0	0	30,700	0	0	0	0	887,640
0	0	0	0	0	0	0	50,600
0	0	0	0	0	0	0	0
0	0	7,800	0	0	0	0	789,780
17,650	0	62,220	0	0	9,220	0	926,310
0	0	0	0	0	0	0	120,100
0	0	0	0	0	0	0	5,070
0	0	0	0	0	0	0	524,560
0	0	0	0	0	0	0	134,370
0	0	0	0	0	0	0	1,260
17,650	0	100,720	0	0	9,220	0	3,639,500

City Clerk
City Treasury
City Parking Violations
City Purchasing
City Library
City IOS
City MMS
City Other
City Property
City Systems Development
City Work for Others

NEW ORLEANS POLICE DEPARTMENT
PERSONNEL RECORDS PACKAGE FOR COMMITTEE REVIEW

1. Name (Last, First, Middle) _____
2. Date of Birth (MM/DD/YYYY) _____
3. Social Security Number (SSN) _____
4. Current Address _____
5. Current Telephone Number _____
6. Current Employer _____
7. Current Position _____
8. Current Salary _____
9. Current Status (Employed, Retired, etc.) _____
10. Current Date _____

III. Employment History

1. List all employers from 1960 to present, including dates of employment and position held.

2. If you have been employed by the New Orleans Police Department, provide the following information:

3. If you have been employed by the New Orleans Police Department, provide the following information:

4. If you have been employed by the New Orleans Police Department, provide the following information:

5. If you have been employed by the New Orleans Police Department, provide the following information:

6. If you have been employed by the New Orleans Police Department, provide the following information:

7. If you have been employed by the New Orleans Police Department, provide the following information:

8. If you have been employed by the New Orleans Police Department, provide the following information:

9. If you have been employed by the New Orleans Police Department, provide the following information:

10. If you have been employed by the New Orleans Police Department, provide the following information:

11. If you have been employed by the New Orleans Police Department, provide the following information:

1990 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

2.3

1. Department/Local Board INFORMATION SYSTEMS
2. Considerations: (a) Amount 1990 \$ 22,270 /Annualized \$ 33,240
- (b) Effective Date 1990 MAY 1
- (c) Included ☐ or Not Included ☒ in Estimates
- (d) Affects Current ☒ and/or Expansion ☐ Level of Service

3. Package Description

Programmer (Systems) position to perform computer communications network and security functions. Number of computer connections is increasing.

4. What are the consequences of not funding this package?
(If not included in estimates, explain benefits if this package is funded)

There is currently a 4 to 6 month waiting list for users to be connected to computer applications.

5. Does this package affect other Depts./Boards? If so, how?

Communications network services are provided to Region and Library. Cost allocated to Region is \$9,670 (Annualized).

6. Are there alternative methods of providing or achieving the service as described above. If so, how?

None.

7. Package ranking by - Dept./Board: _____ of _____
- Committee: _____ of _____

8. Account Analysis:

<u>Account No.</u>	<u>Amount</u>	<u>City Share</u>	<u>Region Share</u>
	43,000	33,240	9,760

TOTAL AMOUNT 43,000 Annualized
=====

THE CURRENT STATUS OF THE
OFFICE OF THE ATTORNEY GENERAL

1. The Office of the Attorney General is the highest law enforcement agency in the State. It is responsible for the administration of the State's legal system and for the representation of the State in all legal matters. The Office is headed by the Attorney General, who is elected by the people for a four-year term. The Attorney General is assisted by a Deputy Attorney General and a staff of attorneys and support personnel.

2. The Office of the Attorney General is currently facing a number of challenges. One of the most significant is the need to modernize the State's legal system. This includes the development of a new set of laws and regulations, the creation of a new court system, and the implementation of a new system of public defenders. Another challenge is the need to increase the efficiency of the State's legal system. This includes the development of a new system of public defenders, the creation of a new system of public defenders, and the implementation of a new system of public defenders.

3. The Office of the Attorney General is currently facing a number of challenges. One of the most significant is the need to modernize the State's legal system. This includes the development of a new set of laws and regulations, the creation of a new court system, and the implementation of a new system of public defenders. Another challenge is the need to increase the efficiency of the State's legal system. This includes the development of a new system of public defenders, the creation of a new system of public defenders, and the implementation of a new system of public defenders.

4. The Office of the Attorney General is currently facing a number of challenges. One of the most significant is the need to modernize the State's legal system. This includes the development of a new set of laws and regulations, the creation of a new court system, and the implementation of a new system of public defenders. Another challenge is the need to increase the efficiency of the State's legal system. This includes the development of a new system of public defenders, the creation of a new system of public defenders, and the implementation of a new system of public defenders.

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6. The Office of the Attorney General is currently facing a number of challenges. One of the most significant is the need to modernize the State's legal system. This includes the development of a new set of laws and regulations, the creation of a new court system, and the implementation of a new system of public defenders. Another challenge is the need to increase the efficiency of the State's legal system. This includes the development of a new system of public defenders, the creation of a new system of public defenders, and the implementation of a new system of public defenders.

7. The Office of the Attorney General is currently facing a number of challenges. One of the most significant is the need to modernize the State's legal system. This includes the development of a new set of laws and regulations, the creation of a new court system, and the implementation of a new system of public defenders. Another challenge is the need to increase the efficiency of the State's legal system. This includes the development of a new system of public defenders, the creation of a new system of public defenders, and the implementation of a new system of public defenders.

8. The Office of the Attorney General is currently facing a number of challenges. One of the most significant is the need to modernize the State's legal system. This includes the development of a new set of laws and regulations, the creation of a new court system, and the implementation of a new system of public defenders. Another challenge is the need to increase the efficiency of the State's legal system. This includes the development of a new system of public defenders, the creation of a new system of public defenders, and the implementation of a new system of public defenders.

1990 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. Department/Local Board INFORMATION SYSTEMS (City Portion)
2. Considerations: (a) Amount 1990 \$ 12,500 / Annualized \$ 18,800
 (b) Effective Date 1990 MAY 1
 (c) Included ☐ or Not Included ☒
 in Estimates
 (d) Affects Current ☒ and/or
 Expansion ☐ Level of Service

3. Package Description

Workstation Support technician to provide training service and support for computer workstation users.

4. What are the consequences of not funding this package?
 (If not included in estimates, explain benefits if this package is funded)

Inefficient use and operation of computer workstations. Number of workstations in 1990 will double from 1988.

5. Does this package affect other Depts./Boards? If so, how?

Yes, All City Departments and Boards and Region.

6. Are there alternative methods of providing or achieving the service as described above. If so, how?

No. Support expertise should be in-house to be effective.

7. Package ranking by - Dept./Board: _____ of _____
 - Committee: _____ of _____

8. Account Analysis:

<u>Account No.</u>	<u>Amount</u>	<u>City Share</u>	<u>Region Share</u>
	37,600	18,800	18,800

TOTAL AMOUNT -----
 37,600 Annualized
 =====

1990 CURRENT BUDGET ESTIMATE
GENERAL PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. General Information: (a) Fiscal Year: 1990
(b) Effective Date: 10/1/90
(c) Included in the Estimate: ☐ Yes ☐ No
(d) Excluded from the Estimate: ☐ Yes ☐ No

2. Program Description: (a) Description of the program and its objectives.
(b) Justification for the program and its funding.

3. Financial Information: (a) Total Estimated Cost: \$1,000,000
(b) Total Estimated Revenue: \$500,000
(c) Total Estimated Deficit: \$500,000

4. Other Information: (a) Other relevant information.
(b) Comments.

5. Summary: (a) Summary of the program and its funding.
(b) Summary of the financial information.

6. Conclusion: (a) Conclusion of the committee review.
(b) Recommendations.

7. Appendix: (a) Appendix of relevant information.
(b) Appendix of financial information.

1990 CURRENT BUDGET ESTIMATES

SERVICE/PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. Department/Local Board INFORMATION SYSTEMS
2. Considerations: (a) Amount 1990 \$ 9,130 /Annualized \$ 13,700
- (b) Effective Date 1990 MAY 1
- (c) Included ☐ or Not Included ☒ in Estimates
- (d) Affects Current ☒ and/or Expansion ☐ Level of Service

3. Package Description

Provide appropriate administrative support for Information Systems Administration division. Option is to have on 3 year contract until Information Systems staff can be in one area.

4. What are the consequences of not funding this package?

(If not included in estimates, explain benefits if this package is funded)

Stop gap measures are needed such as hiring of temporary staff from Agencies. With turnover, this is as expensive as permanent staff.

5. Does this package affect other Depts./Boards? If so, how?

Affects service to all City and Region Departments.

6. Are there alternative methods of providing or achieving the service as described above. If so, how?

7. Package ranking by - Dept./Board: _____ of _____
- Committee: _____ of _____

8. Account Analysis:

<u>Account No.</u>	<u>Amount</u>	<u>City Share</u>	<u>Region Share</u>
	24,420	13,700	10,720

TOTAL AMOUNT 24,420 Annualized

1990 CURRENT PROJECT ESTIMATES
FEDERAL PROGRAM PACKAGE FOR COMMITTEE REVIEW

1. Estimated Project Dates: _____
2. Funding Source: (a) _____
(b) _____
(c) _____
(d) _____
3. Estimated Project Cost: _____
4. Estimated Project Start Date: _____
5. Estimated Project End Date: _____

6. Project Description: _____
7. Project Justification: _____
8. Project Impact: _____
9. Project Evaluation: _____
10. Project Monitoring: _____

11. Project Status: _____
12. Project Comments: _____
13. Project Approval: _____
14. Project Rejection: _____
15. Project Revision: _____

16. Project Summary: _____
17. Project Details: _____
18. Project Notes: _____
19. Project Attachments: _____
20. Project Signatures: _____



INFORMATION SYSTEMS

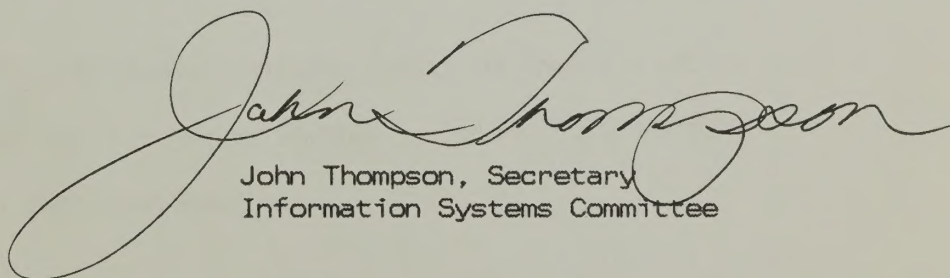


THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO, L8N 4E2
(416)526-4563

1990 April 12

NOTICE OF MEETING

Information Systems Committee
Thursday, 1990 April 19
2:00 o'clock p.m.
15th Floor Committee Room
Regional Offices


John Thompson, Secretary
Information Systems Committee

AGENDA

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of Information Systems Committee Meeting held 1990 March 2

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

I

2. PRESENTATION BY THE DIRECTOR OF INFORMATION SYSTEMS RE
HUMAN-MACHINE INTERFACE
3. NEW BUSINESS
 - 3.1 CBAnet End User Agreement/Licence
 - 3.2 Suppliers for Microcomputer Workstations and Printers (I/S 90-104)
 - 3.3 Leasing Supplier for Microcomputer Workstations and Printers
(I/S 90-105)
 - 3.4 Suppliers for Replacement Microfilming Equipment (I/S 90-106)
 - 3.5 Leasing Supplier for Microfilming Equipment (I/S 90-107)
 - 3.6 Workstation Software Supplies
4. NOTICES RE: MOTIONS
5. OTHER BUSINESS
6. QUESTIONS OF THE DAY/ANNOUNCEMENTS
7. ADJOURNMENT

1 (b)

Friday, 1990 March 02
2:30 o'clock p.m.
15th Floor, Chairman's Lounge
Regional Offices

The Information Systems Committee met.

Present: Chairman (Alderman) J. Gallagher
Councillor S. Napper, Vice Chairman
Chairman R. Whynott
Councillor A. Sloat
Alderman M. Kiss

Regrets: Alderman G. Copps

Also Present: Mr. L. Sage, Chief Administrative Officer
Mr. J. Hindson, Director of Information Systems
Mr. Karl Muller, Regional Office, Regional C.A.O.
Mr. Cecil Mascarenhas, Regional Finance Department
Mr. Kevin Beattie, City Finance Department
Mrs. L. Dale, Acting Secretary

1. The Chairman asked if there was anyone who wished to declare a conflict of interest pursuant to the Municipal Conflict of Interest Act. No one declared a conflict of interest.

2. MINUTES

The minutes of the last regular meeting of the Information Systems Committee meeting held 1989 December 21 were received and adopted as presented.

3. REVISED MEETING SCHEDULE

The Committee was in receipt of a report from Mr. J. Thompson, Secretary regarding a revised meeting schedule. The Committee approved the following recommendation:

That the Information Systems Committee continue to meet on the Thursday immediately prior to the last Tuesday of each month at 2:00 o'clock p.m. instead of 9:30 o'clock a.m.

4. LEASING SUPPLIER FOR 3174 COMMUNICATIONS CONTROLLERS

As outlined in a report dated 1990 February 12, from Mr. J. Hindson, Director of Information Systems, the Committee approved the following recommendation:

- (a) That approval be given to Triathlon Leasing of Richmond Hill to provide Leasing services for IBM 3174 Communications Controllers at \$227.39/per month for 60 months in accordance with their Proposal dated 1990 January 24th.
- (b) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).

NOTE: Lowest of six leasing proposals received. Funding to be provided from CH-56638-26022 (Communications equipment leasing.)

5. LEASING SUPPLIER FOR COMMUNICATIONS PROCESSOR

As outlined in a report dated 1990 February 12 from Mr. J. Hindson, Director of Information Systems, the Committee approved the following recommendation:

- (a) That approval be given to Triathlon Leasing of Richmond Hill to provide Leasing services for One IBM 3745 Communications Processor (replacement unit) at \$3 194.33/month for 36 months in accordance with their Proposal dated 1990 January 24th.
- (b) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).

NOTE: Lowest of six leasing proposals received. Funding to be provided from Account CH-56638-26022 (Communications equipment leasing).

6. INFORMATION SYSTEMS/1990 CURRENT BUDGET

The Committee was in receipt of a report dated 1990 February 23 from Mr. J. Hindson, Director of Information Systems with respect to the 1990 Current Budget. Mr. Hindson proceeded to outline background information with respect to the 1989/1990 Current Budget Estimates, comparison of same and details for the 1990 proposals. Mr. Hindson provided specific background information on labour costs, budget expenses, revenues and the 1990 post-budget.

Mr. Hindson highlighted the key issues for 1990 being: managing high demand for services; shortage of user project manager talent; and cost allocation to City Department level ie. user fees.

A discussion ensued on the feasibility of user fees in 1990.

Following discussion the Committee agreed that "the feasibility of user fees" should noted for discussion purposes in the near future.

Mr. Hindson discussed in detail the program information forms as submitted for both the Region and the City.

Program Information Form 1 - (Region) - the Wang Migration
- \$37 560 Approved.

Program Information Form 2 - (Region) - PC Maintenance - \$64 660
Approved.

Program Information Form 3 - (Region and City), Communications Network Systems. Region - \$9 760, City - \$33 240. The Committee approved the addition of these funds being placed in the budget however, an amendment to the Information Forms was made that this position be a contract position to assist with the backload of request.

Program Information Form 4 - (Region and City) - Workstations Support. Region - \$18 800, City - \$18 800.

Program Information Form 5 - Administrative Support - Region and City - Region - \$7 150, City - \$13 700.

Program Information Form 6 - (Region) - Workstation Replacement Fund, \$60 000.

Following discussion the Committee agreed to approve the Workstations Replacement Fund as amended to \$30 000.

In summary the Committee approved proposed program changes in the amount of \$141 920 Regional and \$32 240 City for a total amount of \$175 160.

Following an in depth budget discussion, the Committee approved the following recommendation:

- (a) That the Information Systems Budget be approved at the maintenance level
- (b) That the New/Enhanced programs as prioritized and amended be approved.

The meeting then adjourned.

Taken as read and approved,

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

Lynn Dale, Acting Secretary
1990 March 02

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FOR ACTION

REPORT TO: Chairman & Members,
Information Systems Committee
Attention: Mr. J.D. Thompson, Secretary

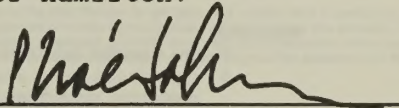
FROM: P. Noé Johnson
City Solicitor

DATE: 1990 April 9
COMM FILE:
DEPT FILE:

SUBJECT: CBAnet End User Agreement/Licence

RECOMMENDATION:

That the attached agreement with CBAnet be approved and executed by the appropriate officials for the City of Hamilton.


P. Noé Johnson
City Solicitor

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Account No. 56006 - Subscriptions

BACKGROUND:

During the 1990 Budget process, the Law Department submitted a proposal for a legal research and administration computer network, specifically established by the Canadian Bar Association and designed for legal offices. The CBAnet program is an on-line network of legal and other database. The allocation was approved with the 1990 Budget for this department. The hardware necessary to implement this system is in place.

The Commissioner for Information Systems has participated and been informed during the proposal and implementation process for both the Region and City Law departments.

This network software has been approved for the Region's Legal department in 1989. The agreement before the committee is the same agreement executed for the Region. It is a standard industry drafted licence agreement for software. In order to access the system and obtain a password, this agreement must be executed.

c.c. Mr. J. Hindson,
Commissioner of Information Systems

CBANET™
END-USER GENERAL AGREEMENT

CANADIAN BAR ASSOCIATION
1700-130 ALBERT STREET
OTTAWA, ONTARIO K1P 5G4

TELECOM CANADA
ROOM 1940, 160 ELGIN STREET
OTTAWA, ONTARIO K1G 3J4

CUSTOMER IDENTIFICATION

CUSTOMER NAME: CITY OF HAMILTON
STREET ADDRESS: FLR 5-71 MAIN ST W
CITY: HAMILTON
PROVINCE: ONTARIO
POSTAL CODE: L8N 3T4
TELEPHONE NUMBER: 416-546-3931

CUSTOMER AGREEMENT AND AUTHORIZATION

I HAVE READ AND AGREE TO ALL THE TERMS
AND CONDITIONS STATED IN THIS AGREEMENT.

SIGNATURE: _____
PRINT NAME: _____
TITLE: _____
DATE: _____

TELECOM CANADA ACCEPTANCE

(for access to iNET 2000 and as agent for ISP's on
iNET
ACCEPTED BY: _____

SIGNATURE: _____
PRINT NAME: _____
TITLE: _____
DATE: _____
MEMBER COMPANY: _____

CANADIAN BAR ASSOCIATION

ACCEPTED BY TELECOM CANADA ON BEHALF
OF THE CANADIAN BAR ASSOCIATION AND ON
BEHALF OF ISP's ON CBANET

SIGNATURE: _____
PRINT NAME: _____
TITLE: _____
DATE: _____
MEMBER COMPANY: _____

TERMS AND CONDITIONS

WHEREAS

1. The Canadian Bar Association has established a service for its members which service is known as CBANET; and
2. CBANET is a service offered in both the English and French language which service shall consist of *inter alia* electronic messaging, network conferencing and information database; and
3. Telecom Canada has been licensed by the Canadian Bar Association to provide access to CBANET using its iNET 2000 technology; and
4. The Canadian Bar Association has appointed Telecom Canada to act as its agent for the sole purpose of accepting this Agreement or for terminating this Agreement in accordance with section 6.3 hereof on behalf of the Canadian Bar Association; and
5. Upon execution of this Agreement by the End User and upon acceptance of this Agreement by Telecom Canada and the Canadian Bar Association the End User shall become a subscriber to both the CBANET service and the iNET service.

1 DEFINITIONS

- 1.1 This "End User General Agreement" and "this Agreement" shall mean this entire order form between End User and Telecom Canada and between End User and the Canadian Bar Association. "Supplementary Conditions" mean the special conditions to which an End User must agree, in addition to the terms of this Agreement, in order to be accredited to the Services of a specific ISP where such are required by the ISP.
- 1.2 Telecom Canada is collectively comprised of:
Alberta Government Telephones, Bell Canada, British Columbia Telephone Company, The Island Telephone Company, Limited, The Manitoba Telephone System, Maritime Telegraph and Telephone Company, Limited, The New Brunswick Telephone Company, Limited, Newfoundland Telephone Company, Limited, Saskatchewan Telecommunications, Telesat Canada.
- 1.3 "Information and Service Provider" and "ISP" mean the providers of Services whose Services are offered through CBANET and/or iNet and whose name shall appear on-line and shall include the Canadian Bar Association when it acts as a provider of Services. "Services" means services and goods of any kind offered through CBANET and/or iNet and include computerized information or other computerized services.
- 1.4 "End User" means a user of the CBANET Service and the iNet Service and a customer of the ISP.
- 1.5 "User ID" and "Password" shall mean those certain identification codes that identify an End User to Telecom Canada, the Canadian Bar Association and the ISPs for billing and other administrative purposes and that allows End User access to computerized services.
- 1.6 "Accreditation" means the process whereby an End User shall be authorized to access CBANET and/or iNET and the Services of the ISP and without limiting the generality of the above, shall include the assignment of a User ID and Password to such End User.
- 1.7 "Account Receivable" means an account which is owed to an ISP by the End User as a result of Services provided to the End User in accordance with the terms of this Agreement, the price for such Services shall appear in the online directories.

2 ACCESS TO ISP SERVICES

- 2.1 Telecom Canada shall provide the End User with a User ID and a Password (confidential) so as to allow the End User to access the Canadian Bar Association CBANET Service and the Telecom Canada iNet Service. Telecom Canada shall accredit the End User to CBANET and to the Services of all ISPs who have authorized Telecom Canada to accredit the End User unless otherwise instructed by the End User. The End User is responsible for all charges incurred against the End User's User ID and Password and accordingly, the End User agrees to maintain the confidentiality and security of the assigned Password. In the event of loss or theft the Customer shall notify Telecom Canada immediately to change the Password.
- 2.2 The End User acknowledges that certain of the ISPs will require the acceptance by the End User of Supplementary Conditions. Such Supplementary Conditions which appear online on CBANET and/or iNet and shall form part of this Agreement. First access by the End User to the Services of an ISP shall bind the End User to such Supplementary Conditions.
In the event of conflict between the terms of said Supplementary Conditions and this Agreement, the provisions of the Supplementary Conditions shall prevail except where such conditions affect the terms of payment or rate of interest of the Accounts Receivable which are assigned to Telecom Canada, in which case the provisions of this Agreement shall prevail.
- 2.3 Where the End User agrees to the provisions of Supplementary Conditions, to modifications to this Agreement or to the Supplementary Conditions, to the application of this Agreement in regard to new ISPs, or to the renewal of this Agreement, by the means of a system message through CBANET and/or iNET, such acceptance by him of such Supplementary Conditions, such modifications, such application or such renewal shall be deemed to be a memorandum in writing and signed by the End User under section 4 of the Statute of Frauds (R.S.O. 1980, c.481) and under other similar applicable legislation and such presumption shall not be rebuttable.
- 2.4 Telecom Canada, or the Canadian Bar Association, or any ISP, or Telecom Canada acting as agent for an ISP, shall be entitled to make modifications to this Agreement and to the Supplementary Conditions by means of a thirty (30) days notice to the End User. The End User's continued use of the Canadian Bar Association's CBANET, Telecom Canada's iNet 2000 Service (iNet), and the Services of the ISPs subsequent to such notice of modification shall be deemed to be End User's concurrence with, and agreement to such modification(s).

3. RATES AND METHODS OF PAYMENT

- 3.1 The End User acknowledges that the terms and conditions referred to herein are in addition to those of any and all applicable tariff provisions with respect to the iNet Service and the CBANET service which continue to apply. It is acknowledged that various members of Telecom Canada may require Regulatory approval of rates and charges associated with the provision of service and such service is accordingly conditional upon appropriate regulatory approval, where applicable. The iNet tariff is available for inspection during business hours at the local Public Offices of Telecom Canada member companies.
- 3.2 The End User shall pay the charges for the ISP's Services and interest thereon according to the service rates of the respective ISP's which service rates shall be set out in the on-line directory, at the time of End User's access to the respective ISPs. The End User agrees that he shall be deemed to have received actual notice of the service rates of ISPs which he accesses, prior to such access, and such presumption shall not be rebuttable.
- 3.3 All invoices for the services of the ISPs shall be due and payable when they are issued to the End User. The End User further agrees that any invoice or statement representing any transaction for Services and those for the CBANET Service and/or the iNet Service shall be deemed to be correct and binding upon the End User unless objection in writing is received by the Canadian Bar Association, the ISP or Telecom Canada, as applicable, within 30 days from the date of invoice or statement.
- 3.4 The End User is hereby informed that certain ISPs will opt to assign their Accounts Receivable to Telecom Canada and that any Telecom Canada invoice to the End User bearing information in regard to the services of an ISP shall be sufficient to constitute valid notification to the End User of the assignment of said Accounts Receivable to Telecom Canada. With respect to said Accounts Receivable that are assigned to Telecom Canada the End User agrees to pay the amount thereof and interest thereon to Telecom Canada and not to assert against Telecom Canada as assignee of the Accounts Receivable, any claim or defence that may arise between said End User and the ISPs.
- 3.5 Delinquent accounts are subject to interest on the unpaid portion of all amounts payable respectively to the ISPs and Telecom Canada under the terms of this Agreement with the exception of those amounts in respect of which a Late Payment Charge or similar charge is applicable on overdue accounts under the terms of any applicable tariffs, the terms of which shall continue to apply to such latter amounts. The annual rate of interest which shall apply shall be equal to the Late Payment Charge or similar charge as defined in any applicable tariffs of the Telecom Canada member company executing this Agreement.
- One month's interest will be calculated on each statement date on any unpaid portion of the respective charges of the ISPs and Telecom Canada, billed on the previous month's statement and interest will accrue daily thereafter, until the date the payment is received by the ISPs or the relevant member company of Telecom Canada, as applicable.
- 3.6 All claims including any rights of offset by any End User and all disputes concerning any invoice or statement for ISP Services through CBANET and/or iNet shall be settled directly between the End User and the ISPs. Notwithstanding the above and the obligation of the End User to make timely payment to Telecom Canada, the End User agrees that notification as to such dispute with respect to invoices and statements concerning the Accounts Receivable which are assigned to Telecom Canada shall first be given by the End User to Telecom Canada.
- 3.7 Any partial payments received by Telecom Canada shall be applied, in the following order of priority to: a) the tariff charges and the applicable Late Payment Charges; b) all other charges including the amounts related to the Accounts Receivables assigned to Telecom Canada by the ISPs and interest thereon.
- 3.8 In the event of breach of any obligations hereunder by the End User, the termination of this Agreement, or if the CBANET and/or the iNet Service is cancelled by the End User, or the Canadian Bar Association either suspends or cancels CBANET or iNet is either suspended or terminated by Telecom Canada or a particular ISP's Services are terminated, as outlined in Article 6, the entire balance of all amounts payable under the terms of this Agreement or any Supplementary Conditions plus any accrued interest thereon shall become immediately due and payable.

4. OTHER RESPONSIBILITIES OF THE END USER

- 4.1 The End User agrees that all information and software which is accessible by the End User through CBANET and/or iNet is and shall remain the sole and exclusive property of the ISPs respectively; the End User will not by virtue of this Agreement acquire any proprietary interest in the said information or software; the End User warrants that he shall not publish, broadcast, retransmit or otherwise produce for commercial gain said information or software in any media; the End User warrants that the said information and software are and shall be for the End User's personal use only; the End User acknowledges that any violation of these restrictions is an infringement of copyright or proprietary rights in the information and software.
- 4.2 The End User hereby agrees to indemnify and hold the Canadian Bar Association, Telecom Canada and the ISPs harmless from the violation by him or any user of his User ID, of any third party rights, including copyright infringement, privacy or proprietary rights. This indemnification obligation shall survive the expiration of termination of this Agreement.
- 4.3 The End User shall not use the CBANET service or the iNet Service in any unlawful manner and in particular, without limiting the generality of the above, a) accept as otherwise permitted in this Agreement he shall not access the services of an ISP to which he has not been accredited, and b) he shall not transmit or publish, in whole or in part, any information where such activity, in whole or in part, constitutes a criminal offence or would otherwise be unlawful in Canada or would be actionable to the suit of any person, firm or corporation or any other legal entity.

5. LIMITATION OF LIABILITY

- 5.1 Telecom Canada does not guarantee uninterrupted working of its iNet Service and/or equipment. The End User agrees that Telecom Canada shall not be liable for any direct, indirect, incidental or consequential damages as a result of use by him of the iNet Service or which may arise from this Agreement or from the performance or non-performance of the obligations of Telecom Canada hereunder including, without limiting the generality of the above, damages resulting from mistakes, omissions, interruptions, delays, errors or defects of its iNet Service or in the transmission of material nor shall it be liable for damages arising from errors or omissions in its directory listings or for damages resulting from deletions of files.
- 5.2 The ISPs including the Canadian Bar Association when it is acting as an Information and Service Provider do not guarantee uninterrupted working of their Services or equipment. The End User agrees that the ISPs shall not be liable for any direct, indirect, incidental or consequential damages as a result of use by him of the ISPs Services or which may arise from this Agreement or the Supplementary Conditions or from the performance or non-performance of the obligations of the ISPs thereunder including, without limiting the generality of the above, damages caused by the mistakes, omissions, interruptions, delays, errors or defects of their Services, in or the operation or transmission thereof nor shall they be liable for damages arising from errors or omissions in their directory listings or for damages resulting from deletions of files.
- 5.3 The Canadian Bar Association does not guarantee uninterrupted working of the CBANET service and/or any of the Canadian Bar Association's equipment. The End User agrees that the Canadian Bar Association shall not be liable for any direct, indirect, incidental or consequential damages as a result of use by him of CBANET Service or which may arise from this Agreement or the Supplementary Conditions or from the performance or non-performance of the obligations of the Canadian Bar Association thereunder including, without limiting the generality of the above, damages resulting from mistakes, omissions, interruptions, delays, errors or defects of the CBANET Service or the Canadian Bar Association's Services, or in the transmission of material, nor shall it be liable for damages arising from errors or omissions in directory listings or for damages resulting from deletions of files.
- 5.4 The End User expressly acknowledges and agrees that the use of CBANET or any of the Services of the ISPs and the use of any information contained in the database(s) of the ISPs, are at the End User's risk, and that neither the Canadian Bar Association nor the ISPs offer any warranties as to the merchantability or fitness for a particular purpose of CBANET or for the ISP's respective Services, or any information, programs, products or goods.
- 5.5 The End User agrees to indemnify and hold the Canadian Bar Association harmless from all costs, losses or damages of any kind whatsoever, howsoever caused, arising as a result of the use by End User of CBANET or any Services offered through CBANET or use of CBANET or any Services offered through CBANET by anyone authorized by End User or the use of CBANET or any Services offered through CBANET by anyone who obtains access to CBANET as a result of any action or failure to act by End User. This obligation to hold harmless and indemnify shall survive termination of this Agreement.

6. MISCELLANEOUS

- 6.1 This Agreement shall be effective from the date of acceptance by the Canadian Bar Association and an authorized representative of Telecom Canada and it shall continue on a month-to-month term unless and until cancelled by any one of the Canadian Bar Association, Telecom Canada or End User, for any reason, upon prior written notice to the other parties.
- 6.2 Any ISP or Telecom Canada acting as agent for an ISP shall have the right to terminate this Agreement as between the particular ISP involved and the End User, without notice and in the sole discretion of the ISP terminating the Agreement.
- 6.3 The Canadian Bar Association or Telecom Canada acting as agent for the Canadian Bar Association shall have the right to terminate this Agreement as between the Canadian Bar Association and the End User in respect of the right to access and use CBANET, without notice and in the sole discretion of the Canadian Bar Association.
- 6.4 Any notice or other communication hereunder shall be in written form and shall be directed to the addresses shown on the front side of this Agreement unless written notice of change of one party's address is given to the other party.
- 6.5 This Agreement together with all matters incorporated by reference constitutes the entire agreement between the parties with regard to matters dealt with under this Agreement and there are no other conditions or warranties, express or implied, applicable to the subject matter hereof. In the event that any provision of this Agreement is held to be invalid by a final unappealed decision of a Court of competent jurisdiction, it shall be severed herefrom and shall not affect the enforceability of the remaining provisions.
- 6.6 The terms of this Agreement shall be governed by the law of the Province set out in the Customer Identification section of this Agreement. In the absence of any indication to that effect on this Agreement the law of the Province of Ontario shall apply.
- 6.7 This Agreement does not preclude or prevent any subsequent Agreement between the End User and the ISPs for services provided by the ISPs outside of CBANET and/or iNet.
- 6.8 None of the parties shall assign or transfer this Agreement or any rights or privileges under this Agreement, in whole or in part, without the written prior approval of the other. Notwithstanding the foregoing, the Canadian Bar Association shall have the right to assign this Agreement, without the consent of the other parties, to a corporation incorporated by or on behalf of the Canadian Bar Association for the sole purpose of taking over the Canadian Bar Association's rights and obligations under this Agreement and the Canadian Bar Association shall be relieved from all obligations, claims and liabilities under this Agreement as of the date of such assignment. This agreement shall be binding upon the respective successors and permitted assigns of the parties hereto.
- 6.9 This Agreement has been prepared and drawn up in the English language at the express wish of the parties. Le présent contrat a été préparé et rédigé en anglais à la demande expresse des parties.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods used to collect and analyze data. It includes a detailed description of the sampling process and the statistical techniques employed to interpret the results.

3. The third part of the document presents the findings of the study. It shows that there is a significant correlation between the variables being studied, and it provides evidence to support the hypotheses.

4. The fourth part of the document discusses the implications of the findings for future research and practice. It suggests that the results of this study can be used to inform policy decisions and to guide the development of new programs and initiatives.

5. The fifth part of the document provides a conclusion and a summary of the key points. It reiterates the importance of the study and the need for continued research in this area.

6. The sixth part of the document includes a list of references to the sources used in the study. It provides a comprehensive overview of the literature on the topic and highlights the contributions of the current study.

7. The seventh part of the document contains a list of appendices, which include additional data and information that support the findings of the study.

8. The eighth part of the document includes a list of figures and tables, which provide a visual representation of the data and the results of the analysis.

9. The ninth part of the document contains a list of footnotes, which provide additional information and clarification on the content of the document.

10. The tenth part of the document includes a list of acknowledgments, which thank the individuals and organizations that provided support and assistance during the course of the study.

3.2

- RECOMMENDATION -

DATE: 1990 April 11

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

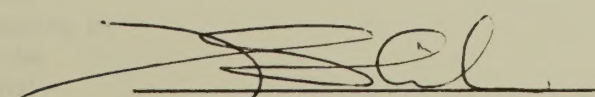
FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Suppliers for Microcomputer Workstations and Printers
(I/S 90-104).

RECOMMENDATION:

- a) That Microcomputer workstations and printers be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
Toshiba 3100E laptop computer	MicroAge, Hamilton	\$ 4,048	lowest acceptable of 27 proposals
Toshiba 1600E laptop computer	MicroAge, Hamilton	\$ 4,712	lowest acceptable of 26 proposals
Laserjet III printer	MicroAge, Hamilton	\$ 2,207	lowest acceptable of 23 proposals
Laserjet IID printer	MicroAge, Hamilton	\$ 3,299	lowest acceptable of 23 proposals
Laserjet IIP printer	MicroAge, Hamilton	\$ 1,337	lowest acceptable of 24 proposals
Toshiba 24 Pin Matrix printer	MicroAge, Hamilton	\$ 1,448	lowest acceptable of 25 proposals


J.G. Hindson P.Eng.

FINANCIAL/STAFFING IMPLICATIONS:

Funds are provided for in the 1990 Budget account for Workstations (#CH-56605-26032) and in individual Region Department Accounts.

BACKGROUND:

Requests for Proposals for the supply of Microcomputer Workstations, printers and related devices were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

The closing date for the Proposals was 1990 March 30th. 156 proposals were issued and 30 proposals were subsequently received. In order to provide for flexibility to obtain the best combination of equipment components, service, support and price, it was not a requirement that the supplier submit proposals for all the requested items.

The Proposals were subsequently reviewed and are presented in the attached tables (sorted by Canadian Content price).

The objective in reviewing and recommending suppliers in each case is to obtain the equipment capabilities and functionality required in accordance with the specifications, and adequate supplier support and service at the lowest cost.

In some cases the lowest proposal is not recommended as it is not equivalent to the specifications in terms of functionality, compatibility with hardware or software, or access to service.

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal in each case.

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT

SUMMARY FOR 1990 - sorted by Canadian Content Evaluated Price

11-Apr-90

TOSHIBA 3100E Laptop

SUPPLIER	LOCATION	Toshiba 3100/20 Laptop	Canadian Content 3100E
Mohawk Data Sciences	Burlington	3,400	3,206 not to specification
Olivetti	Toronto	3,495	3,293 not to specification
BusinessWorld	Brampton	3,898	3,459 no on-site service
Microage	Hamilton	4,048	3,805 <-- RECOMMENDED
Equatorial Canada Ltd.	Rexdale	4,076	3,874
BusinessWorld	Brampton	3,898	3,898
The Computer Store	Markham	4,199	3,909
Antares	Mississauga	4,015	4,063
Alliance Computers	Hamilton	4,299	4,106
Cycom Services Inc	Scarborough	4,499	4,139
User Friendly Systems	Burlington	4,195	4,195
Shiva Technologies Inc.	Mississauga	4,094	4,200
Harbourview	Hamilton	4,295	4,221
Hamilton Computer Sales	Toronto	4,168	4,231
Blake-Leppert	Hamilton	4,245	4,245
Micro Electronics	Burlington	4,450	4,297
Micro Electronics	Burlington	4,450	4,297
Ecom Systems Ltd.	Markham	4,745	4,528
Educomp Systems	Hamilton	4,848	4,555
Entre Computer Centre	Hamilton	4,753	4,601
Image Computers	Hamilton	4,650	4,650
Norsemen Computers	Hamilton	4,700	4,700
Exceltronix Computing Inc	Etobicoke	4,999	4,774
Group Eight	Hamilton	5,123	4,778
Olivetti Systems & Networks	Kitchener	5,132	4,863
BI CADD Systems Inc.	Toronto	5,100	5,100
Heath Zenith Computers	Mississauga	5,270	5,270

UNABLE TO BID:

Comdisco
R.E.D. Electronics
Bull Info Systems
HN Information
Integrated Computer
Magna Informatics
Xerox Canada
NBI Canada
Sorbus Canada
3D Microcomputers
Exceltronix Computing Inc
Cycom Services Inc
NorthWest Digital
Cycom Services Inc

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT

SUMMARY FOR 1990 - sorted by Canadian Content Evaluated Price

11-Apr-90

TOSHIBA 1600 Laptop

SUPPLIER	LOCATION	Toshiba 1600 Laptop	Canadian Content T1600
Mohawk Data Sciences	Burlington	3,400	3,251 not to specification
Olivetti	Toronto	3,495	3,293 not to specification
BusinessWorld	Brampton	4,548	4,036 no on-site service
Cycom Services Inc	Scarborough	4,499	4,139 not to specification
Heath Zenith Computers	Mississauga	4,347	4,347 not to specification
Microage	Hamilton	4,712	4,429 <--RECOMMENDED
The Computer Store	Markham	4,855	4,506
BusinessWorld	Brampton	4,548	4,548
Equatorial Canada Ltd.	Rexdale	4,815	4,577
Antares	Mississauga	4,650	4,706
Entre Computer Centre	Hamilton	4,880	4,720
Alliance Computers	Hamilton	4,999	4,774
Harbourview	Hamilton	4,895	4,811
Olivetti Systems & Networks	Kitchener	5,132	4,863
Blake Leppert	Hamilton	4,880	4,880
Shiva Technologies Inc.	Mississauga	4,764	4,888
User Friendly Systems	Burlington	4,895	4,895
Hamilton Computer Sales	Toronto	4,848	4,922
AHvro Electronics	Burlington	5,199	5,020
Exceltronix Computing Inc	Etobicoke	5,399	5,156
BI CADD Systems Inc.	Toronto	5,237	5,237
Ecom Systems Ltd.	Markham	5,495	5,256
Educomp Systems	Hamilton	5,638	5,299
Image Computers	Hamilton	5,500	5,500
Norsemen Computers	Hamilton	5,500	5,500
Group Eight	Hamilton	6,001	5,596

UNABLE TO BID:

Comdisco
R.E.D. Electronics
Bull Info Systems
HN Information
Integrated Computer
Magna Informatics
Xerox Canada
NBI Canada
Sorbus Canada
NorthWest Digital
3D Microcomputers

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT

SUMMARY FOR 1990 - sorted by Canadian Content Evaluated Price

11-Apr-90

HEWLETT-PACKARD Laser III Printer		HP III Canadian Laser Content Printer HPIII	
SUPPLIER	LOCATION		
Olivetti	Toronto	1,464	1,381 not to specification
Microage	Hamilton	2,207	2,074 ← RECOMMENDED
Equatorial Canada Ltd.	Rexdale	2,336	2,220
NorthWest Digital	Mississauga	2,487	2,263
Entre Computer Centre	Hamilton	2,395	2,273
BusinessWorld	Brampton	2,449	2,357
The Computer Store	Markham	2,560	2,399
Hamilton Computer Sales	Toronto	2,388	2,424
Shiva Technologies Inc.	Mississauga	2,375	2,437
BusinessWorld	Brampton	2,449	2,449
Heath Zenith Computers	Mississauga	2,480	2,480
Antares	Mississauga	2,494	2,524
AHvno Electronics	Burlington	2,632	2,541
Group Eight	Hamilton	2,743	2,586
Cycom Services Inc	Scarborough	2,822	2,587
Form Systems Ltd.	Markham	2,695	2,591
Je Computers	Hamilton	2,650	2,650
Exceltronix Computing Inc	Etobicoke	2,827	2,700
BI CADD Systems Inc.	Toronto	2,750	2,750
User Friendly Systems	Burlington	2,850	2,850
Alliance Computers	Hamilton	3,099	2,960
Mohawk Data Sciences	Burlington	3,226	3,023
Educomp Systems	Hamilton	3,120	3,120

UNABLE TO BID:

Comdisco
 R.E.D. Electronics
 Bull Info Systems
 HN Information
 Integrated Computer
 Magna Informatics
 Xerox Canada
 NBI Canada
 Sorbus Canada
 Exceltronix Computing Inc
 Cycom Services Inc
 Cycom Services Inc
 3D Microcomputers
 Harbourview
 semen Computers
 Olivetti Systems & Networks
 Blake-Leppert

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT

SUMMARY FOR 1990 - sorted by Canadian Content Evaluated Price

11-Apr-90

TOSHIBA 351-SX Printers		Toshiba	Canadian
SUPPLIER	LOCATION	24 Pin 351/SX	Content P351SX
Olivetti	Toronto	712	676 not to specification
Cycom Services Inc	Scarborough	903	831 not to specification
Olivetti Systems & Networks	Kitchener	945	895 not to specification
Microage	Hamilton	1,448	1,361 <--RECOMMENDED
Blake-Leppert	Hamilton	1,396	1,396
Entre Computer Centre	Hamilton	1,450	1,407
Equatorial Canada Ltd.	Rexdale	1,523	1,448
Hamilton Computer Sales	Toronto	1,492	1,515
BusinessWorld	Brampton	1,598	1,538
Harbourview	Hamilton	1,575	1,548
Antares	Mississauga	1,552	1,570
AHvvo Electronics	Burlington	1,625	1,574
The Computer Store	Markham	1,670	1,575
Shiva Technologies Inc.	Mississauga	1,545	1,585
BusinessWorld	Brampton	1,598	1,598
Exceltronix Computing Inc	Etobicoke	1,695	1,619
Heath Zenith Computers	Mississauga	1,619	1,619
Ecom Systems Ltd.	Markham	1,695	1,621
Mohawk Data Sciences	Burlington	1,760	1,646
Alliance Computers	Hamilton	1,799	1,718
Group Eight	Hamilton	1,890	1,763
Bi Cadd Systems Inc.	Toronto	1,766	1,766
User Friendly Systems	Burlington	1,795	1,795
Image Computers	Hamilton	1,880	1,880
Educomp Systems	Hamilton	1,979	1,979

UNABLE TO BID:

Comdisco
R.E.D. Electronics
Bull Info Systems
HN Information
Integrated Computer
Magna Informatics
Xerox Canada
NBI Canada
Sorbus Canada
Exceltronix Computing Inc
Cycom Services Inc
Cycom Services Inc
Norsemen Computers

3.3

- RECOMMENDATION -

DATE: 1990 April 11

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

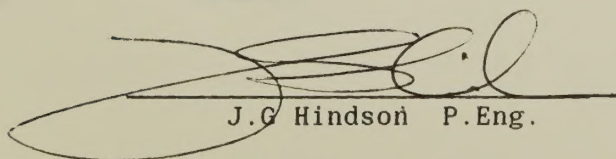
SUBJECT: Leasing Supplier for Microcomputer Workstations and Printers - 1990.
(I/S 90-105).

RECOMMENDATION:

- a) That Scott Leasing of Mississauga provide Leasing services for Microcomputers Workstations and Printers in accordance with their leasing Proposal dated 1990 March 30th (lowest of 14 proposals received).

Scott Leasing \$ 30.50 /\$1,000/month for 36 months

- b) That decisions to lease or purchase be made in each case, in consultation with the respective Corporation's Commissioner of Finance/Treasurer.
- c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (the City of Hamilton is the lessee).



J.G. Hindson P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are provided in City of Hamilton Account # CH-56605-26032 and in various Regional Department accounts.

BACKGROUND:

Requests for Leasing services proposals were issued to 75 potential suppliers. 14 responses were received by the closing date of 1990 March 30th.

The leasing proposals were evaluated on the basis of the lowest monthly cost. A requirement of the proposals was that any lease include a provision that the lessee could return the equipment at the end of the lease, continue to lease at a reduced rate, or acquire the equipment at Fair Market Value. This provides for maximum flexibility to the Corporations.

On the basis of the summary of the proposal results (as indicated in the attached table), it is recommended that leasing services be acquired from Scott Leasing of Mississauga as the lowest acceptable lessor.

The decision to lease or purchase should be based on an evaluation of several factors:

- 1) lowest "cost of use" for the time period the equipment will be used.
- 2) the end-of-lease value.
- 3) the ease (or difficulty) of disposal of the equipment at the end of the lease.
- 4) any potential requirements to improve or upgrade the equipment during the lease period.
- 5) the availability of any of external funding (grants) that would only apply to equipment purchases.
- 6) the availability of other internal or external funding sources that would favour leasing or purchasing.

As factors and circumstances may be different, it is recommended that leasing or purchasing decision be made in consultation with the respective Corporation's financial advisors.

c.c. Mr. G. W. Lawson, Treasurer and Commissioner of Finance, Region
Mr. E. C. Matthews, Treasurer, City of Hamilton

SUMMARY OF LEASE PROPOSALS FOR WORKSTATIONS -1990

36 MONTHS LEASE

Supplier	Location	Rate/\$1000
Comdisco A	Toronto	\$30.47 Compaq/Toshiba only
Scott Leasing	Mississauga	\$30.50 <--- RECOMMENDED
Triathlon A	Richmond Hill	\$31.22
Triathlon B	Richmond Hill	\$32.24
Comdisco B	Toronto	\$32.53
First City Trust	North York	\$33.45
Equity Financial Services	Oakville	\$33.60
National Bank Leasing	Toronto	\$33.60
Dana Credit	Oakville	\$33.94
Apple Commercial Credit	Oakville	\$34.23
Tuckahoe	Dundas	\$34.50
Burloak Leasing	Burlington	\$35.05
Corex Leasing	Burlington	\$35.06
Mercantile United	Toronto	\$35.15

Unable to Bid:

Integrated Computer Systems	Markham
Cycom Services	Scarborough

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		Amount	Rate	Amount
1. Life Insurance		\$100,000	1.00%	\$1,000
2. Life Insurance		\$200,000	1.00%	\$2,000
3. Life Insurance		\$300,000	1.00%	\$3,000
4. Life Insurance		\$400,000	1.00%	\$4,000
5. Life Insurance		\$500,000	1.00%	\$5,000
6. Life Insurance		\$600,000	1.00%	\$6,000
7. Life Insurance		\$700,000	1.00%	\$7,000
8. Life Insurance		\$800,000	1.00%	\$8,000
9. Life Insurance		\$900,000	1.00%	\$9,000
10. Life Insurance		\$1,000,000	1.00%	\$10,000
11. Life Insurance		\$1,100,000	1.00%	\$11,000
12. Life Insurance		\$1,200,000	1.00%	\$12,000
13. Life Insurance		\$1,300,000	1.00%	\$13,000
14. Life Insurance		\$1,400,000	1.00%	\$14,000
15. Life Insurance		\$1,500,000	1.00%	\$15,000
16. Life Insurance		\$1,600,000	1.00%	\$16,000
17. Life Insurance		\$1,700,000	1.00%	\$17,000
18. Life Insurance		\$1,800,000	1.00%	\$18,000
19. Life Insurance		\$1,900,000	1.00%	\$19,000
20. Life Insurance		\$2,000,000	1.00%	\$20,000

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3.4

- RECOMMENDATION -

DATE: 1990 April 11

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

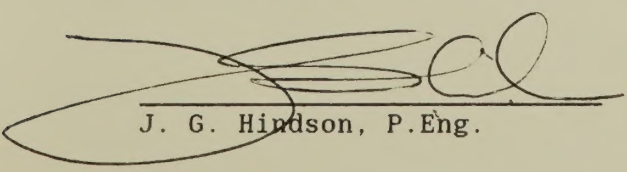
SUBJECT: Supply of replacement microfilming equipment (I/S 90-106)

RECOMMENDATION:

a) That replacement Microfilming be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
Rotary Camera	Kodak	\$ 28,590	lowest acceptable of 3 proposals
Planetary Camera	Bell & Howell	\$ 18,775	only acceptable of 2 proposals
Reader/filler	Bell & Howell	\$ 4,185	lowest of 3 proposals
Microfilm Processor (developer)	Kodak	\$ 24,570	lowest acceptable of 4 proposals

NOTES: Bell & Howell of Weston, Ontario
Kodak of Toronto, Ontario



J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are provided in City of Hamilton Account #CH 56610-26035 (Image Processing Equipment Leasing). The acquisition of this replacement equipment is part of a staff reduction/attrition plan approved in 1989 November.

BACKGROUND:

In 1989 a plan was approved to reorganize parts of the I/S Department, and eliminate, through attrition, one staff supervisory position (Supervisor of Microfilming). The implementation of this plan was contingent upon the acquisition of microfilming equipment, already due for replacement, with the types of microfilming equipment that is now available that is more productive and reliable. This type of equipment automatically senses paper overlaps, and reduces spoiled runs for filming and processing, thereby making it feasible to reduce the staff compliment by one.

Requests for Proposals for the supply of Microfilming equipment were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

The closing date for the Proposals was 1990 February 28th. Nine requests for proposals were issued and five proposals were subsequently received. In order to provide for flexibility to obtain the best combination of equipment components, service, support and price, it was not a requirement that the supplier submit proposals for all the requested items.

The Proposals were subsequently reviewed and are presented in the attached tables (sorted by Canadian Content price).

The objective in reviewing and recommending suppliers in each case is to obtain the equipment capabilities and functionality required in accordance with the specifications, and adequate supplier support and service at the lowest cost.

In some cases the lowest proposal is not recommended as it is not equivalent to the specifications in terms of functionality, or compatibility with other related technology.

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal in each case.

REPLACEMENT MICROFILMING EQUIPMENT

RESULTS OF REQUESTS FOR PROPOSALS

<u>Supplier</u>		<u>Price</u>	<u>Canadian Content Price</u>
ROTARY CAMERA:			
M.E.S.	Markham	\$25,951	\$23,984 not to specification [1]
Kodak	Toronto	\$28,590	\$26,431 <-- RECOMMENDED
Bell & Howell	Weston	\$49,880	\$45,497

PLANETARY CAMERA:

M.E.S.	Markham	\$ 7,684	\$ 7,069 not to specification [2]
Bell & Howell	Weston	\$18,775	\$16,877 <--- RECOMMENDED

READER-FILLER:

Bell & Howell	Weston	\$ 4,185	\$ 3,938 <-- RECOMMENDED
M.E.S.	Markham	\$ 4,755	\$ 4,512
Access Systems	Toronto	\$ 4,895	\$ 4,536

PROCESSOR (DEVELOPER):

M.E.S.	Markham	\$13,554	\$12,402 not to specification [3]
Bell & Howell	Weston	\$21,110	\$19,769 structural changes [4]
Kodak	Toronto	\$24,570	\$22,207 <-- RECOMMENDED
Data Repro	Toronto	\$25,346	\$22,883

- NOTES [1] no capability for (OCR) Optical Character Reading, scanning or disk
 [2] no auto feed, no reduction ratio, no double side capability
 [3] no auto fluid replenishment, reconditioned unit
 [4] would require structural changes to room

The following table shows the results of the experiments conducted on the effect of the concentration of the solution on the rate of reaction. The rate of reaction was measured by the volume of gas evolved per unit time.

Concentration of solution (M)	Time taken for reaction to complete (s)	Volume of gas evolved (cm ³)
0.1	120	10
0.2	60	20
0.3	40	30
0.4	30	40
0.5	24	50
0.6	20	60
0.7	18	70
0.8	16	80
0.9	15	90
1.0	14	100

The results of the experiments show that the rate of reaction increases with the concentration of the solution. This is because a higher concentration of the solution means there are more particles of the reactants in a given volume, leading to a greater frequency of collisions and hence a faster rate of reaction.

- RECOMMENDATION -

DATE: 1990 April 11

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

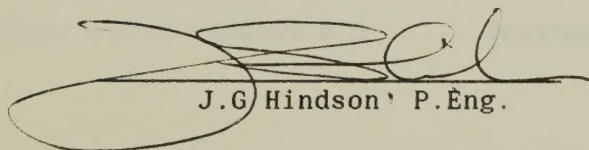
SUBJECT: Leasing Supplier for Replacement Microfilming Equipment
(I/S 90-107)

RECOMMENDATION:

- a) That National Bank Leasing of Toronto provide Leasing services for replacement microfilming equipment in accordance with their Leasing Proposal dated 1990 February 28th (lowest of 4 proposals received).

National Bank Leasing \$ 22.74/\$1,000/month for 60 months

- b) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (the City of Hamilton is the lessee).


J.G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are provided in City of Hamilton Account # CH-56605-26035 (Microfilming Equipment Leasing)

BACKGROUND:

Requests for Leasing services proposals were issued to potential suppliers and four responses were received by the closing date of 1990 February 28th.

The leasing proposals were evaluated on the basis of the lowest cost. A requirement of the proposals was that any lease include a provision that the lessee could return the equipment at the end of the lease, continue to lease at

a reduced rate, or acquire the equipment at Fair Market Value. This provides for maximum flexibility to the Corporation.

On the basis of the summary of the proposal results (as indicated in the table below), it is recommended that leasing services be acquired from National Bank Leasing of Toronto as the lowest acceptable lessor.

RESULTS OF MICROFILM LEASING PROPOSALS 1990 April

60 Month Lease

SUPPLIER	COST/\$1000/MONTH	COMMENTS
National Bank Leasing	\$ 22.74	2 months at lease end <-- RECOMMENDED
Scott Leasing	\$ 22.74	3 months at lease end
Bell & Howell	\$ 25.39	6 months at lease end
Kodak (Rotary Camera only)	\$ 22.24	5 months at lease end [1]
Kodak (Processor only)	\$ 22.25	5 months at lease end [1]

Note [1] Effective rate is higher than National Leasing when end-of-lease payments are taken into account.

3.6

- RECOMMENDATION -

DATE: 1990 April 11

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

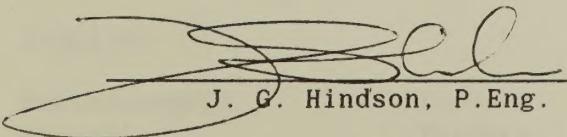
SUBJECT: Workstation Software - Lotus 1-2-3 (I/S 90-108).

RECOMMENDATION:

- a) That Corporate standard spreadsheet software be acquired in accordance with the following unit prices:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
Lotus 1-2-3 version 2.1	Businessworld	\$ 368	lowest of 6 proposals
Lotus 1-2-3 version 2.2	Businessworld	\$ 388	lowest of 7 proposals

NOTES: Businessworld of Toronto, Ontario


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are provided in Accounts #CH 5609X-26032 (Workstation Software).

BACKGROUND:

Requests for Proposals for the supply of Workstation Software were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

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THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
CHICAGO, ILLINOIS 60637

TO: [Name]
FROM: [Name]
SUBJECT: [Subject]

RE: [Subject]

1. [Text]
2. [Text]
3. [Text]

4. [Text]

[Signature]

5. [Text]

6. [Text]

Seven proposals were subsequently received. In order to obtain the best combination price and support, it was not a requirement that the supplier submit proposals for all the requested software items.

The Proposals were subsequently reviewed and are presented in the table below.

It is recommended that the acquisitions be made on the basis of the lowest acceptable proposal in each case.

SUMMARY OF SOFTWARE PROPOSALS - Lotus 1-2-3 (1990)

Lotus 1-2-3 version 2.1 (sorted by price)

<u>Supplier</u>		<u>Price</u>	
Businessworld	Toronto	\$ 368	<---- RECOMMENDED
Burlington Computers	Burlington	\$ 373	
MicroPlus	Toronto	\$ 395	
MicroAge	Hamilton	\$ 399	
Software City	London	\$ 399	
Computerland	Hamilton	\$ 412	

Unable to bid: Cognos Software

Lotus 1-2-3 version 2.2 (sorted by price)

<u>Supplier</u>		<u>Price</u>	
Businessworld	Toronto	\$ 388	<---- RECOMMENDED
MicroPlus	Toronto	\$ 405	
Software City	London	\$ 405	
Burlington Computers	Burlington	\$ 406	
MicroAge	Hamilton	\$ 415	
Ahvro Electronics	Burlington	\$ 433	
Computerland	Hamilton	\$ 449	

Unable to bid: Cognos Software

These proposals were submitted to the Commission. It is noted that the Commission has not yet decided on the proposals. It is noted that the Commission has not yet decided on the proposals.

The Commission has not yet decided on the proposals. It is noted that the Commission has not yet decided on the proposals. It is noted that the Commission has not yet decided on the proposals.

Summary of the Commission's Decision (June 1-7, 1964)

(Table 1-2 revised 2-1 revised by action)

Project	Cost	Benefit
Highway 100	\$ 100	\$ 100
Highway 101	\$ 100	\$ 100
Highway 102	\$ 100	\$ 100
Highway 103	\$ 100	\$ 100
Highway 104	\$ 100	\$ 100
Highway 105	\$ 100	\$ 100
Highway 106	\$ 100	\$ 100
Highway 107	\$ 100	\$ 100
Highway 108	\$ 100	\$ 100
Highway 109	\$ 100	\$ 100
Highway 110	\$ 100	\$ 100

Table 1-2 revised 2-1 revised by action

(Table 1-2 revised 2-1 revised by action)

Project	Cost	Benefit
Highway 100	\$ 100	\$ 100
Highway 101	\$ 100	\$ 100
Highway 102	\$ 100	\$ 100
Highway 103	\$ 100	\$ 100
Highway 104	\$ 100	\$ 100
Highway 105	\$ 100	\$ 100
Highway 106	\$ 100	\$ 100
Highway 107	\$ 100	\$ 100
Highway 108	\$ 100	\$ 100
Highway 109	\$ 100	\$ 100
Highway 110	\$ 100	\$ 100

Table 1-2 revised 2-1 revised by action

ACCOPRESS® 

25070	YELLOW/JAUNE	BY2507
25071	BLACK/NOIR	BG2507
25072	BLUE/BLEU	BU2507
25073	R. BLUE/BLEU R.	BB2507
25074	GREY/GRIS	BD2507
25075	GREEN/VERT	BP2507
25077	TANGERINE	BA2507
25078	RED/ROUGE	BF2507
25079	X. RED/ROUGE X.	BX2507

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